**Sports Administrator**

**Job Description**

**Responsible to :** The Principal through the Lead Teacher of Sport

4 Hours per week 38 weeks of the school year. These are flexi hours

This position will be reviewed in November 2021

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|  | **Zone/ Central Events** | **Friday Sport****Term 2/3** | **Basketball****Terms 1-4** | **Touch****Term 1,** **Able to am4** | **School Events****Athletics, swimming, cross country** | **Miscellaneous Events**  |
| **Key Tasks** | Enter individuals into eventsDistribute and collect uniformsShare results in newsletterWrite certificates | Print off weekly draws and enter resultsPrepare gear bags for each teamDistribute and collect uniformsShare results in newsletterWrite Certificates | Liaise with coachesPrint of weekly draws and distributeDistribute and collect uniformsShare results in the newsletter | Liaise with coachesPrint of weekly draws and distributeDistribute and collect uniformsShare results in the newsletter | Collate results and housepoints | Weetbix Tryathlon organisationAdvertise events in newsletter/ resultsUniform and ball stocktake TopTeam organisation |
|  | Coordinate transport with school and parent helpersAttend events to support teams and Lead Teacher of SportConsult with Lead teacher of sport in communicating with parents |

**Person Specification**

* Have a passion for sport and be involved in sport
* Outstanding organisational skills
* High standard of written and oral communication skills
* Highly flexible
* Able to maintain confidentiality
* Have a clean police record - all employees of the school ar Police Vetted