



Upper Hutt College

Administration Officer – Sports Job Description

POSITION	Administration Officer - Sports
RESPONSIBLE TO	The Principal
REPORTING TO	Director of Sports
GENERAL RESPONSIBILITIES	To provide administrative support to the Sports Department and assist in the delivery of quality sport and physical activity opportunities for our students
EMPLOYMENT CONTRACT & REMUNERATION	<p>Permanent, part-time position of 15 hours per week during term time only (may include some holiday hours).</p> <p>Remuneration is Grade B as per the NZEI Support Staff in Schools Collective Agreement or an individual employment contract negotiated with the college</p> <p>A successful police vet is a condition of employment.</p>

KEY TASKS	EXPECTED OUTCOMES
Administration	
<ul style="list-style-type: none"> Information on sports activities is up-to-date and readily available to Sports Department staff, students and all other involved agencies. All deadlines regarding entries, fee payments etc are met 	<ul style="list-style-type: none"> Ensure school teams are entered in all relevant competitions and events. Ensure the information on all sports activities is easily accessible and frequently updated. Monitor the fee collection and payment system for the sport. Ensure team lists are entered into the appropriate organisations. Ensure all results are entered into the required systems. All information draws, results, etc. passed on to teachers, students, coaches, managers and parents through all communication channels. Collate and distribute information for various tournament days and weeks. Assist in the collation of information for School Prizegivings and external agencies. Information on sports activities is up-to-date and readily available to Sports Department staff, students and all other involved agencies. All deadlines regarding entries, fee payments etc are met.

Database Development & Maintenance	
<ul style="list-style-type: none"> • Specific Databases are developed, managed and maintained to show accurate, up-to-date and easily accessible information 	<ul style="list-style-type: none"> • A database recording injuries to students in sports event will be established, then updated and maintained. • The following databases will be updated and maintained: <ul style="list-style-type: none"> - Coaches & Managers - Sports uniforms, distribution and returns - Sports equipment - Equipment distribution and returns
Promotion and recognition	
<ul style="list-style-type: none"> • Student participation and achievement in sports are recognised and promoted within the school and outside of the school through the provision of timely and accurate information. 	<ul style="list-style-type: none"> • Sports notice boards are maintained and updated. • The school's social media platforms are updated and utilised for promotion of school sport. • Weekly sports fixtures are communicated to students, school, and wider community. • Weekly sports results are gathered and communicated through regular notifications in school notices, assemblies, social media and other relevant forms of communications. • Important individual and team achievements are notified to the appropriate people for inclusion in assemblies, school newsletters, school magazine, social media and other relevant forms of communication.
General Skills	
	<ul style="list-style-type: none"> • High standard of written and oral communication skills • Highly developed computer skills • Works methodically and pays attention to detail resulting in accurate outputs • Is able to use their initiative and work under pressure • Maintains confidentiality at all times • Is able to form, develop and maintain professional, positive and productive relationships with staff • Uphold the rules, expectations, and policies of the school and supports and models the school's values at all times.

(December 2019)