



## Guildford Grammar School

### POSITION DESCRIPTION

<b>Position Title:</b>	Girls Sport Administrator
<b>Date established:</b>	September 2024
<b>Reports to:</b>	Director of Sport

### POSITION OVERVIEW

Reporting to the Director of Sport, the Girls Sport Administrator plays a vital role in supporting the School's sporting and activities programs. This position is responsible for organising the structure and calendar of training, fixtures, and carnivals for all sport within the girls' sport portfolio. The incumbent ensures efficient management of fixturing, casual coach rostering, timesheet management, team selection, data entry, and HR support, all in alignment with the School's strategic goals.

### REQUIRED COMPETENCIES AND SKILLS

#### Competencies & Technical Skills

- Previous experience in coordinating sports programs and activities, specifically within a school context (desired).
- Demonstrate outstanding and proven organisation and time management skills and the ability to think and plan strategically.
- Possess the ability to manage and prioritise a number of concurrent tasks whilst meeting prescribed deadlines.
- Proficiency in data entry and management.
- Possess strong computer skills and experience with a variety of relevant software.
- The ability to confidently work alone and also within a team.

#### Personal Attributes & Values

- An understanding or strong interest in the value of sport in developing young people.
- Be approachable and genuinely build rapport with all internal and external stakeholders.
- Demonstrate outstanding communication skills demonstrated by a rapport with all levels of the organisation.
- Possess a strong work ethic, striving for continuous improvement and the achievement of high standards
- Demonstrate a commitment to the Purpose and Values of the School.

- Be supportive of the ethos and values of the Anglican tradition of the School.
- Demonstrate a respect for and acceptance of difference in students, parents and staff
- Have a comprehensive understanding of 'Duty of Care' and place a high value on child well-being
- Be responsible and held accountable for continuing compliance with our Child Safe and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the Policy at all times. All staff have a responsibility to raise any concerns they have about child protection to the Principal immediately.

## KEY RESPONSIBILITIES AND TASKS

These include, but are not limited to:

### Oversee and Coordinate the Sport/Activities Department

- Coordinate fixtures for all sports and activities within the Girls Sport portfolio, ensuring smooth operation of training, fixtures and carnivals.
- Manage casual coach rosters and ensure timely submission of timesheets.
- Oversee team selection processes and ensure accurate data entry for all sports activities.
- Assist in budget management, including signatory responsibilities for timesheets.
- Liaise with the Director of Sport to align sports programs with the School's sports development plan.
- Maintain high levels of student participation and performance in the sporting program.
- Support HPE, Heads of Sport, and coaches to individually and collaboratively run programs that align with the sports vision statement and the sport development plan.

### Manage Fixtures

- Oversee the calendar for sports and activities within the girl's sport portfolio and liaise with other sport administrators to ensure there are no conflicts and efficient scheduling.
- Attend and manage Friday – Sunday sporting fixtures, providing instruction to coaches and students as required.
- Manage buses for boarders and day students to and from training fixtures and carnivals.
- Coordinate and attend ACC fixtures and carnivals throughout the year.
- Work with Heads of Sport to organise school holiday programs and preseason sports camps.

### Manage Sport Carnivals

- Lead the delivery of assigned carnivals and prepare carnival information booklets.
- Book external venues as required for sport carnivals.
- Coordinate with internal stakeholders to ensure smooth hosting of school carnivals.
- Organise timing equipment and database results.
- Identify students to represent the school at interschool carnivals.
- Work with Heads of House for the organisation and execution of House Carnivals.

## Engage with the Community and Parent Support Groups

- Liaise regularly with parent support groups to foster community involvement and support.
- Organise parent support groups for home fixtures, ACC Sport and assigned carnivals.
- Organise parent volunteer groups for community sport (AFLW)
- Coordinate end-of-season windups with parent support groups.
- Attend and present at information evenings across the School as required.

## Administrative Responsibilities

- Review and update policies and procedures related to sports and activities.
- Oversee communication for all sports and activities, ensuring clarity and consistency.
- Collate data on the awarding of colours and work with the Heads of Sport to identify students for colours.
- Keep SOCS updated with current information and ensure fixture results are accurate.
- Adjust coach rosters and ensure weekly session coverage.
- Run weekly training attendance reports and follow up on unauthorised absences.
- Ensure sport areas and storage are clean and tidy.

**This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.**