


POSITION DESCRIPTION

POSITION:	Head of Hockey and Sports Administrator Cricket and Gymsports	 Kristin FUTURE READY
STATUS:	Permanent	
TIME:	40 Hours per week term time - 41 weeks plus 4 weeks holiday	
LOCATION:	Kristin School, Auckland, New Zealand	
VISION / CONTEXT:	<p>Kristin School is an independent co-educational school for students from Kindergarten to Year 13, which aims to provide students with a superior all round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively and learn enthusiastically throughout life.</p> <p>Key to the achievement of this vision is the School's strategy of attracting and retaining the Best People.</p>	
LINE MANAGEMENT:	<ul style="list-style-type: none"> ● Reports directly to the Director of Sport 	
KEY RELATIONSHIPS:	<ul style="list-style-type: none"> ● Sport Faculty staff members ● Team coaches and managers ● Students and their families ● Senior Leadership Team (Executive, Junior, Middle and Senior School Principals) ● School staff ● Students and their families ● ICT and Business Services 	
SALARY:	Negotiated	
Job Purpose	<p>The Head of Hockey role is responsible for the design, delivery and coordination of a high-performance Hockey programme including sports administration of all hockey year 7 - 13 and direct support for JS Hockey along with the appointment of all coaches. This role will work closely with the Junior School Head of Hockey to ensure development of all programmes is consistent. As champion of Kristin Hockey be "visible" and proactive in promoting Kristin Hockey to all stakeholders.</p> <p>You will also be responsible for the administration and support for Cricket at Kristin. Working alongside the Cricket Manager this role is responsible for all administration and communications and ensuring game day setup is completed.</p> <p>Administration for all Gymsport entries year 7 - 13 and full support for all school wide sports e.g., swimming, house athletics, cross country, and other house competitions.</p>	

Accountabilities	Responsibilities & Expectations	Performance Indicators
<p>Hockey sports management/ coaching</p>	<ul style="list-style-type: none"> ● Lead Kristin Hockey with a positive mindset to ensure all our teams are supported across all three schools. ● Liaise and provide direct support to the JS Hockey programme. ● Recruit Hockey coaches to deliver to the Kristin School teams needs and programmes for MS students through to SS. ● Coach 1st XI Boys team. ● Provide coaching and support for AIMS tournament week as prescribed by Director of Sport or appoint suitably positioned staff to take on this role. ● Coordinate Hockey trials to select players across all MS and SS age groups. ● Coordinate and recruit Umpires for 2nd XI – 4th XI. ● Coach and upskill coaches, educate on best practice coaching methods and practice (including student coaches). ● Design and deliver training sessions and technical programmes for all teams across all grades. ● Provide one on one mentoring to Kristin's elite Hockey players. ● Stocktake and maintain all Hockey equipment. ● Assist with the coordination, attend, and deliver awards at Sports prize giving/s as required ● Coordinate and run end of season Hockey prize giving. ● Complete Hockey end of season report. ● Complete Hockey articles for all school publications as requested. 	<ul style="list-style-type: none"> ● Evidence of effective leadership and promotion of Hockey at Kristin. ● Feedback from the Head of JS Hockey they have been supported with their programme. ● Enough coaches recruited to deliver on all Kristin's programmes from Kindy through to Senior School. ● Feedback is positive around delivery and support for the 1st XI team. ● Coaching support was provided for all year groups for AIMS tournament week. ● Coaches have been developed and upskilled to provide a high level of coaching to students, measured by feedback and sporting achievements (at least 2 coaching for coach's sessions held each year). ● Evidence of support, attendance, and delivery of sports awards at prize giving/s as required ● Prizegiving date presentation and attendance meets the school's standard. ● All report deadlines are met. ● Senior players feedback is positive ● Communication is professional and follows school protocols ● Accurate Inventory maintained ● All school wide events are positively and actively supported ● School assembly awards are provided on time ● All Hockey reports are completed, and deadlines met. ● Communication is professional and follows school protocols meeting all deadlines ● Kristin Hockey players are duly acknowledged on a timely basis.

	<ul style="list-style-type: none"> ● All communication to the community regarding Hockey is timely, accurate and follows all school guidelines. ● All Kristin representative hockey players are recognised in a timely fashion. 	
Administration of Cricket Y7-13	<ul style="list-style-type: none"> ● Actively champion Cricket across the whole School, through communications. ● Manage the overall administration of the Cricket programme, supported by the Sports Coordinator for Cricket. ● Book cricket fields for training sessions and games. ● Liaise with Kristin Cricket community regarding trials, team selections, registration, games, and events. ● Coordination of Sports prize giving/s, end of season prize giving and Sports Dinner. ● Coordinate team photos for Cricket teams. ● Provide content for Kristin's publications on a regular basis (i.e., Kaleidoscope, newsletter, Yearbook etc). ● Coordinate all Cricket gear, including stock management, maintenance and ordering of kits. 	<ul style="list-style-type: none"> ● Cricket has high numbers and numbers participating grow year on year. ● Fields are booked at the start of the season to ensure availability for the whole season. ● Evidence the Cricket programme is run efficiently, with positive feedback received from all stakeholders (students, staff, coaches, and parents). ● Evidence of a successful delivery of sports awards at prize giving/s as required for Cricket. ● Enough Cricket kits are available for all teams, maintained to a high standard. ● All teams for Cricket are present for photos and receive photos ordered in a timely manner. ● Finance team is advised of any invoicing required in a timely manner. ● Accurate information and photos are submitted by the deadline dates for all publications.
Gymsports Year 7 - 13	<ul style="list-style-type: none"> ● Champion Gymsports for Kristin School. ● Gymsport entries and administration completed for individuals and any team entries for Year 7 – 13. 	<ul style="list-style-type: none"> ● Evidence Gymsports has been well represented across the school. ● Gymsport entries submitted accurately and meet all deadlines.

Health & safety	<ul style="list-style-type: none"> ● Actively support a safe and supportive work environment by ensuring compliance with the School's policies, procedures, and legislative requirements. ● Ensure all practicable steps are taken to keep safe while on the School grounds or participating in school activities. 	<ul style="list-style-type: none"> ● Evidence of compliance with School's policies, procedures, and workplace health & safety legislative requirements. ● Evidence all practicable steps are taken to ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events.
Other	<ul style="list-style-type: none"> ● To positively support the character and values of Kristin School. ● Participates in a way that articulates, supports, and furthers the School's strategic vision ● Model positive behaviours, which support the School's Code of Ethics and Core Values. ● Attend regular Sport department meetings. ● Attend fortnightly one on one meetings with Director of Sport. ● Be actively involved in the life of the School, including community events, functions and promotional activities as required. ● Other duties as requested by the Director of Sport. 	<ul style="list-style-type: none"> ● Evidence of support for the School's vision and strategic plan ● Evidence of demonstrating appreciation, respect, and affirmation for others and of working effectively with all stakeholders to create a positive and collaborative school culture that ensures Hockey is fully supported. ● Evidence of attendance and participation in Sport department meetings. ● Evidence of attendance at all one-on-one meetings. ● Evidence of regular involvement in activities of the School including community events, functions, and promotional activities. ● Assist at sports days/zone days as required

Key Selection Criteria

Qualifications, Training & Experience

- Sports administration experience
- Qualified sports coach, specialist in hockey. Desirable knowledge of Cricket and / or Gymsports.
- Strong administration and computer skills, including MS Office, Power Point and Google Docs
- Recent National Police Vetting Check (with results considered satisfactory by the School)
- Desirable: Current First Aid certificate

Attributes and Skills

- Ability to proactively develop, promote and implement new and creative processes and systems
- Proven ability to develop and maintain effective relationships with students, staff, and parents from diverse backgrounds
- The proven ability to work as an effective and constructive team member, with a willingness to participate fully in School activities
- Excellent interpersonal skills, including the ability to listen and liaise effectively across all areas of a school community to achieve successful outcomes
- Superior organisational ability with demonstrated self-motivation and initiative in goal setting, prioritising work and managing multiple tasks
- Well-developed problem-solving skills and proven experience in creating solutions
- Outstanding verbal and written communication skills
- Demonstrated personal resilience, including the ability to work in a demanding role
- A high degree of professional judgement and confidentiality
- A genuine interest and willingness to engage in professional development and learning opportunities
- Flexible, approachable, and consistent in manner
- A high level of energy and vitality
- The ability to contribute to the School's outdoor education/co-curricular programme.