


POSITION DESCRIPTION

POSITION:	Sports Administrator and MS Sports Liaison Assistant	
STATUS:	4 days per week: 32 hours per week	
TIME:	4 weeks annual leave	
LOCATION:	Kristin School, Auckland, New Zealand	
VISION / CONTEXT:	Kristin School is an independent co-educational school for students from Early Learning 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. Key to the achievement of this vision is the School's strategy of attracting and retaining the Best People.	
VALUES	<ul style="list-style-type: none">• Progress with vision, integrity, and love	
LINE MANAGEMENT:	<ul style="list-style-type: none">• Reports directly to the Director of Sport	
KEY RELATIONSHIPS:	<ul style="list-style-type: none">• Sports Office Manager• 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	The Sports Administrator is responsible for the sports administration and lead for the following sports; Touch, Equestrian, Orienteering, Cheerleading, Yachting. Administration of EOTC across all sports. Administration and support for all sports prize givings. Coordinate and administer all “mailchimp newsletters”. Assist the Sports Office Manager at key school wide events and administration assistance with Data entry/class lists for school reports/assemblies/photolife. Key support for the sports office manager at the annual school sports awards.	

Accountabilities	Responsibilities & Expectations	Performance Indicators
Sports manager and administration of sport MS Sport Liaison Office Administration	<ul style="list-style-type: none"> • Support the Sports Office Manager and Director of Sport. • Lead and administer Touch Year 7 – 13. • Administration and entries for Orienteering, Equestrian and other one-off type sports eg artistic swimming/cheerleading/yachting. • MS AAIMS and Zone days are fully supported with all administration tasks completed across all sports • Assist the Sports Office Manager with sporting progress and achievements for MS and SS assemblies, including certificates, PowerPoints/ trophies • Gather and update all information relating to sporting activities, sporting achievements and progress of the students, update student files (including synergetic) as required by the Sports Office Manager. • Liaise with students, staff and parents with regards to sporting events as required. • Sports day photographs organised, and sports photograph folder updated. • 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. 	<ul style="list-style-type: none"> • Feedback from the Director of Sport and Sports Office Manager that are well supported in their roles. • Team entries and promotion of Touch receive positive feedback • Administration tasks meet all deadlines • Information can be easily accessed • All sports end of season reports are completed within deadlines. • Coordination and support for All sports Zone Days are fully supported and staff feedback reflects this. • Deadlines met and accurate online forms created and managed. • Accurate records are kept of all students on their activities, progress and achievements. • Stakeholders receive accurate and timely information relating to students' sporting progress and achievements. • Feedback that all interactions with staff, students and parents is timely, professional and friendly. • Sports photographs folder updated per sport in a timely manner to assist all news posts. • 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.
Health & Safety	<ul style="list-style-type: none"> • Ensure all MS EOTC/RAS forms are completed online within all deadlines. • Actively support a safe and supportive work environment by ensuring compliance with the 	<ul style="list-style-type: none"> • Feedback all MS EOTC/RAMS forms are completed, approved, and met deadlines.

	<p>School's policies, procedures and legislative requirements.</p> <ul style="list-style-type: none"> • 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. • Attend all Sport department meetings and all full school staff meetings • Actively support all school wide sports events eg sports days, swim sports, x country • 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 or Sports Office Manager. 	<ul style="list-style-type: none"> • Evidence of attendance and participation in Sport department meetings • Evidence of attendance at all Staff meetings • Evidence of regular involvement in activities of the school including all sports events, community events, functions and promotional activities.

Key Selection Criteria
<p>Qualifications, Training & Experience</p> <ul style="list-style-type: none"> • Administration experience, preferably form within a sports context. • Advanced 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 and previous sports coaching experience.
<p>Attributes and Skills</p> <ul style="list-style-type: none"> • 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.