

Job Title

Education Support Officer – PE & Sports Administrator

Job Specification

Summary and Purpose of Position and its Responsibilities

The role of the PE and Sports Administrator is to provide administrative support to the PE and Sports Department of St Peter's Woodlands Grammar School. This role undertakes a variety of duties including event administration, word processing, desktop publishing and data entry.

Role Accountability and Working Relationships

You are directly accountable in your day-to-day operations to the Head of PE and Sports.

Terms and Conditions of Employment

- This is a temporary position working 12 hours per week for 40 weeks per year.
- The level of remuneration is established by reference to the School Assistants (Non-Government Schools) Award and is subject to change from time to time in accordance with the St Peter's Woodlands Enterprise Agreement 2023.
- This is a Level 3 position.
- Working hours and days will be determined and agreed with the Head of PE & Sports.

Role Description

Key Responsibilities / Duties

- Support the safe and adequate supply and storage of the School's Physical Education/Sports equipment.
- Assist in the organisation of extra and co-curricular photographs.
- Provide administrative support to facilitate the professional and effective management of the SPW Sports Program including:
 - Correspondence including letter writing and distribution.
 - Document writing, checking and distribution.
 - Filing
 - Word processing
 - Facility Bookings

Event administration, including transport arrangements (where necessary) of the following events:

- SAPSASA
- Sports Fixtures
- SPW Sport Programs
- Carnivals
- SPW Development squads
- Award Ceremonies for Sport
- Staff, student and parent liaison for SPW PE and Sport
- Appropriate School sports uniforms are supplied and maintained as per School policy in collaboration with the Uniform Shop and the PFA.



- Support to ensure the grounds cater to the needs of the School sports program (e.g. line marking, signage and surface quality).
- The adequate provision of first aid services and equipment for on and off campus sporting activities.
- Provide reception and first aid support and/or back up as required.
- Provide back-up/support to other administrative staff.
- Undertake other tasks as directed.
- Comply with all SPW policies and procedures.
- Comply with the SPW Workplace Health and Safety policy. The onus is on you to appreciate any restrictions you may have in relation to your health. You must take reasonable care to protect your own health and safety as well as the health and safety of others who may be affected by your actions or omissions.

Person Specification

Essential Skills and Abilities

- Demonstrated ability to work cooperatively with others
- Demonstrated ability to use initiative and be proactive
- Demonstrated ability to communicate positively and effectively with children and adults
- Demonstrated ability to communicate effectively, both verbally and in writing
- Demonstrated ability to manage multiple priorities and time management
- Demonstrated competency in the use of the Microsoft Office Suite
- Demonstrated ability to manage electronic databases
- Demonstrated ability to present positively and confidently at all times
- Word processing speed to a correct minimum of 60 words per minute
- Strong attention to detail and general organisation / time management skills

Essential Experience

- Worked independently in a busy and complex environment
- Worked in an office administration capacity
- Worked with databases, spreadsheets and desktop publications
- A demonstrated desire to work with and enjoy the company of children

Desirable Experience

- Worked in an Independent School environment
- Experience working with the 'Maze' and 'iWise' platforms
- Experience within a sporting environment

Desirable Qualifications

- Senior First Aid Certificate or the willingness to undertake same
- Mandatory Notification Certificate or the Willingness to undertake the same
- Current WWCC
- A willingness to contribute to the Christian ethos of the school



JOB DESCRIPTION —————
PE & SPORTS ADMINISTRATOR

Signed & Accepted by		Dated	
Employee Name			
Signed by Line Manager		Dated	
Line Manager Name	TOM MITTON		

