



Position Description

Position name	Coach and Sport Administrator
Position reports to	Director of Sport
Tenure	Permanent, part time, term time only
Date	April 2024

About St Margaret's

St Margaret's College offers a unique education for girls from Year 0 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

Our Vision

To create empathetic, confident and connected global citizens who value personal excellence and strive to make a positive difference.

Our Purpose

Empowering girls to learn, live and lead.

Our Values

Integrity – Kia pono, Excellence – Kia kairangi, Resilience – Kia manawaroa, Equality – Kia tōkeke, Higher purpose - Te pūtaka

Purpose of the position

Responsible for Coaching and Sport support by working alongside the Director of Sport to assist with contractual agreements and documentation for coaches, coach education, coach development, EOTC for events, tournaments and trips, awards criteria and applications, publications and surveys.

Direct reports: 0

Key Accountabilities

Accountability	Expected deliverables
Coaches	<ul style="list-style-type: none"> • Alongside the Director of Sport, collate contracts and position descriptions for all coaches • Have all contracted coach documentation completed and returned • Maintain an accurate and up to date database of all coaches • Provide an induction for all coaches including an understanding of all Health & Safety requirements for their area • Provide support and development opportunities for coaches • Keep accurate records of all coaches payments including end of season reconciliation
Injuries	<ul style="list-style-type: none"> • Provide support and training to all coaches in the PeopleSafe app to record injuries and incidents • Monitor and follow up of injuries with students, for a return to play programme if required • Having accurate records of all injuries and any trends or areas of concern
Events, Tournaments, Trips	<ul style="list-style-type: none"> • Complete all necessary documentation for all school sport events including Education outside the classroom (EOTC) requirements
Awards	<ul style="list-style-type: none"> • Collate applications for Badges, Pockets, Colours and Honours • Regular review of awards criteria for all codes and update with current information where required
Publications	<ul style="list-style-type: none"> • Review sport publications annually, including Sport Handbook, Student handbook and website, and updating content where required
Sport Survey	<ul style="list-style-type: none"> • School Sport New Zealand census completed in November each year • Annual or season reviews for particular codes or areas
Being part of the St Margaret's team	<ul style="list-style-type: none"> • Adhere to all St Margaret College procedures, policies, guidelines, and standards of integrity and conduct • Ensure Director of Sport is kept informed and up to date on all tasks and issues • Actively, collaboratively and positively participate as a member of the team, demonstrating a positive attitude • Proactively look for opportunities to improve processes • Perform any other duties as needed by the Director of Sport • Comply with and support all health and safety policies, guidelines and initiatives • Ensure all incidents, injuries and near misses are reported into PeopleSafe • Perform any other duties as reasonably required by the Director of Sport

Functional Relationships

- All sport staff
- Coaches
- Students

Qualifications & Experience

- Ability to quickly establish credibility, have a personal impact and build excellent working relationships, mindful of the special character of the school
- Competent administration skills including data management, record keeping, systems and computer skills
- Prioritise personal wellbeing