



## Position Description

<b>Position name</b>	Sports Administrator
<b>Position reports to</b>	Director of Sport
<b>Tenure</b>	Permanent, part time, term time only
<b>Date</b>	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 pūtake

### Purpose of the position

To assist in the provision and co-ordination of the Sport for all students, all the time reflecting the culture of St Margaret's College.

**Direct reports:** 0

## Key Accountabilities

Accountability	Expected deliverables
School Events	<ul style="list-style-type: none"> <li>• Assist with the running and delivery of school sporting events including Athletic Sports, Swimming Sport, Cross Country and House Days.</li> </ul>
Newsletter	<ul style="list-style-type: none"> <li>• Collate information, prepare fortnightly newsletter, recognising all sporting codes across all levels.</li> </ul>
Magazine – Year Book	<ul style="list-style-type: none"> <li>• Collate Sport pages including student Head of Codes reports and photos.</li> </ul>
Promotion and Publicity	<ul style="list-style-type: none"> <li>• Prepare displays for incoming students – Open Day and Year 9 Orientation</li> <li>• Ensure display and advertising boards around SMC are current and significant</li> <li>• Ensure Sport information on the SMC website is current and accurate.</li> </ul>
Fitness Centre	<ul style="list-style-type: none"> <li>• Responsibility for daily use and tidying. Ensure all equipment is maintained and serviced regularly</li> <li>• Oversee use during the school day.</li> </ul>
Student Achievements	<ul style="list-style-type: none"> <li>• Update and maintain a database of all student achievements and results</li> <li>• Update and maintain a database of student photos in line with SMC brand and social media guidelines.</li> </ul>
General Administration	<ul style="list-style-type: none"> <li>• Enter teams and individual athletes on to school database (Kamar) to provide information for student reports and SMC Sport report</li> <li>• Attend weekly Sport Office meetings</li> <li>• Ensure the Manager is kept informed and up to date on all tasks and issues</li> <li>• Ensure up to date practices and information evolve as the position demands.</li> </ul>
Being part of the St Margaret’s team	<ul style="list-style-type: none"> <li>• Actively, collaboratively and positively participate as a member of the team.</li> <li>• Proactively look for opportunities to improve processes</li> <li>• Perform any other duties as reasonably required by the Director of Sport</li> <li>• Understand and adhere to all St Margaret College procedures, policies, guidelines, and standards of integrity and conduct</li> <li>• Comply with and support all health and safety policies, guidelines and initiatives</li> <li>• Ensure all incidents, injuries and near misses are reported into PeopleSafe</li> <li>• Maintain current knowledge of sporting health and safety priorities.</li> </ul>

## **Functional Relationships**

- Sport Department, managers and colleagues
- All SMC staff
- Coaching contractors
- Students from all year groups
- Event management - Internal and external

## **Qualifications, Experience and Attributes**

- 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.