



Sports Administrator / Sports Convenor Part time

St Margaret's College (SMC) is one of New Zealand's leading girls' schools with a proud history of academic, sporting, and cultural excellence. Through a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, students and staff are encouraged and supported to discover their passions and be the very best they can be. The campus is one of the most modern in Christchurch and staff enjoy a working environment that is committed to the continual advancement of quality teaching and learning.

The role

We have a very active and comprehensive sports calendar and we are looking for someone to join our team who can wear two hats. The position of Sports Administrator is a permanent part time role, co-ordinating with the Director of Sport any team sporting activities that St Margaret's College offers to students, both internally and externally at sporting events and competitions. This role has multiple projects and sporting events during the term and co-ordinating these sporting fixtures will take proven organisational skills with professional accuracy. You will also be responsible for preparing the newsletter for sport, that showcases student's achievement.

The second part of this position is the Sports Convenor/Coach position which is fixed term each year due to the changes in the sporting codes, currently with a focus on Equestrian, Basketball, Netball, Touch and Water Polo.

About You

If you thrive in a busy environment and have previous experience in a school environment and/or sporting administrator experience together with a good understanding of administration, this could be a role for you. You will need to excel at professional communication with colleagues and external parties, students and parents, be able to adjust what you're doing at a moment's notice, as well as developing strong relationships across the sporting Faculties.

The role also has a variety of administrative tasks, so you will need strong attention to detail and proven experience at juggling multiple priorities with a calm and fair demeanor will be essential.

Reporting to the Director of Sport, you will work collaboratively with a staff of dedicated, innovative and proactive individuals.

The Hours

This role is predominantly term time; however, you will need to work at least one week of each school holiday and be willing to be flexible given the convenor and coaching roles see below:

The part time permanent Administration role it is 10 hours per week during term time plus 1 week at the start and end of each year and one week in each of the April, July and October school holidays.

The fixed term Sports Convenor/Coach role for 2024 will equate to 1230 hours for the full year. The Director of Sport will provide a more detailed allocation of the time and hours throughout the year with the different sports and seasons.

To be successful in this role you will need to be flexible, proactive, agile, always one step ahead and have the ability to connect the dots and spot opportunities.

If this sounds like you, we would love to hear from you. To learn more, we invite you to view the position description on our website: <https://stmargarets.school.nz/explore-our-college/meet-our-people/work-at-smc/>

To apply, please send your CV and application letter by email to Helen Belcher, Director of Sport at recruitment@stmargarets.school.nz

Applications close on Tuesday 30 April 2024 at 4.00pm