

NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Administration Assistant to Head of Secondary Sport

Position Purpose	In support of the mission and vision of NCC the role supports the Head of Secondary Sport in relation to the organization and co-ordination of the Secondary Sporting program.
Qualifications	<p>Staff are encouraged to hold a formal qualification and/ or to have relevant advanced administrative and/or industry experience.</p> <p>High level of proficiency in use of TASS, Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams and Forms), Edval, ConnX, Canvas, Adobe Sign.</p>
Accountability	Head of Secondary Sport and ultimately the Executive Principal.
Key Relationships	Head of Secondary Sport, Heads of School, Secondary Teachers, Secondary sport teachers and coaches, Junior Sport staff, students, families and external sport committees.
Personal Requirements	<p>These are generally personal in nature and reflect the desired attributes of staff.</p> <ul style="list-style-type: none"> • Have a personal faith and commitment to Jesus Christ • Demonstrate an ability to translate faith into practice • Proactively contribute to the delivery of the Mission of NCC • Demonstrate, establish and maintain appropriate professional boundaries with students. • Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct • Act with integrity, loyalty, honesty and accept authority • Act with tolerance and compassion • Demonstrate an ability to forgive and accept forgiveness • Demonstrate an acceptance of other people • Exhibit self-discipline • Demonstrate a willingness to learn and engage in professional development • Maintain confidentiality.
Professional Competencies	<p>The following professional competencies are essential to this position:</p> <ul style="list-style-type: none"> • Possess strong organizational and time management skills, with the ability to prioritize tasks, meet deadlines pre-empt possible problems/difficulties and concurrently manage several competing tasks • Ability to work effectively in a team and collaborate with colleagues from different departments • Be efficient and accurate with data entry, record keeping and file management • Capability to adapt to changing situations and maintain composure in a dynamic environment



- Able to communicate professionally with staff, parents and students in both written and oral form and make timely informed decisions based on the available information and considering the impact to the organization
- Demonstrate a level of commitment to maintain personal professional knowledge and skills
- Have a working knowledge of the College's Enterprise Agreement particularly as it relates to staffing/hours of work
- Maintain confidentiality and discretion
- To understand scope of role in relation to Pastoral Care Policy and Procedures
- Demonstrate discretion in relation to sensitive information regarding students, parents and/or staff
- Be well-informed in relation to responsibilities under the Privacy Act
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004.

Key Responsibilities

The responsibilities for this position are detailed under broad headings. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s. Attention is to be given to maintaining the priority of the duties listed below.

General Responsibilities

- To understand scope of role in relation to Pastoral Care Policy and Procedures
- Demonstrate discretion in relation to sensitive information regarding students, parents and/or staff
- Be well-informed in relation to responsibilities under the Privacy Act
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004
- Have a good understanding of general Work Health and Safety requirements and procedures in relation to your role
- Answering phones, taking messages and following up on recorded messages
- Familiarise oneself with the workings and programs associated with NCC's participation with the SCISSA and Independent Sports groups
- Familiarise oneself with staff from other schools associated with SCISSA/Independent Sport
- Familiarise oneself with the College's data program and how to export names and address details of students and families
- Be competent with Meet Manager for recording of results at all Carnivals
- Attend College events relating to promotion of sports department (e.g. FAD, Grandparents Day, Open Day)
- Assist with internal Green forms for new staff, ensuring copies of qualifications and certifications are valid at point of proposed employment
- Maintain and update sports calendar.

Sporting Carnival Co-ordination

- Liaise with the Head of Secondary Sport, prior, during and after all sporting carnivals to ensure the efficient operation and co-ordination of all sporting carnivals occurs

- Ensure all paperwork is prepared and distributed to staff, students and parents in a timely manner, including permissions and rolls for marking
- Ensure all equipment is ready and in good working order for use on the day
- Ensure all venues/buses are booked and checked prior to any sporting carnival
- Assist with set up and pack up of each sporting carnival
- Assist with ordering of trophies/ribbons as required prior to carnivals
- Assist in relation to staff and volunteer rosters for each carnival
- Assist with staff catering needs
- Use the Meet Manager Program and other related recording software to record all results, precisely and accurately
- Prepare student/team lists for carnivals, including district for display and distribution to staff
- Ensure all uniforms are ordered and assigned as required
- Communicate effectively in the lead up to carnivals
- After Carnivals – ensure all equipment is returned to its correct place
- After Carnivals – Prepare team lists (for Districts, Regionals and States) to be sent to Teachers and various officials (through the use of Meet Manager if needed)

College Sporting Teams

- Meet on a regular weekly basis with Head of Secondary Sport to discuss the requirements of College Sporting Teams
- Create and collate student permissions for sports/school teams
- Arrange coaches and training times for teams
- Ensure all paperwork is prepared and distributed to staff, students and parents in a timely manner, including permissions and rolls for marking
- Maintain payment records
- Assisting TIC's with administration, including rolls and uniform records
- Filter emails for forwarding, record keeping or appropriate replies
- Ensure all results and records are maintained in an orderly manner
- Assist TICs with uniform storage, distribution, collection, etc. and maintaining accurate records
- Create, maintain and distribute SCISSA/Independent Sport nomination sheets through the NCC Sports App and Portal Website
- Assist TICs to advertise the sports available to students.

NCC College Portal, Social Media, NCC Sports Website

- On a weekly basis, maintain NCC Sports App and portal – all sporting/team results, updating schedules, permission/nomination forms, notices, changes, sports calendar, SCISSA/Independent Sport information, etc.
- Sports Twitter account utilized on a regular basis
- Assist with Weekly Sport updates (liaise with Junior Sports department)
- Maintain and update Sports website.

After School Sports Competition

- Book and confirm buses, venues and drivers
- Notify students of allocated sports
- Notify students and coaches of times of departure, buses, venue, arrival time back at NCC
- Record competition records/results in a timely manner
- Advertise offered sports in a timely manner

- Create and maintain online sport nominations.

Annual Speech Nights and Sports Awards Event

- Maintain a comprehensive database of all student achievements throughout the year for use for Speech Nights and Sports Evening. (e.g. Sportsman/woman for Speech Nights, various award levels of student achievement – District, Regional, State, National, International)
- Assist Head of Sport in the coordination and preparation of the Annual Sports Award event and to be present to assist in facilitating the event
- Data entry of 7-12 student achievements both inside and outside of school sports
- Provide results to marking for yearbook purposes.

General Sports Administration of Department

- Weekly entry of external coach's hours for payroll (Connx payment system)
- Create purchase orders for equipment/uniforms when requested
- Maintain sport uniform stock
- Maintaining a clean and tidy sports storage rooms and athletics shed
- Organising the travel of sports teams, including accommodation, transport etc.
- All other duties as required to ensure the efficient operation of the Secondary Sports Department.

Facility Bookings

- Manage and maintain facility bookings for school related sports and outside group bookings
- Arrange required facility agreement documents for outside bookings and communicate with business admin
- Effectively communicate between main stake holders for bookings
- Communicate with the Property Manager for any maintenance requirements.

NCC Sport Development/Programs

- Confirm TIC/coaches for development programs
- Confirm programs and advertise a term prior to commencement of program
- Communicate with HoS and TIC/Head Coach costing, timing, staffing

Remuneration

In accordance with levels set out in the NCC Enterprise Agreement

Reference Documents

NCC Child Protection Policy
 NCC Staff Code of Conduct
 NCC Enterprise Agreement
 NCC Staff Dress Code Policy
 NCC Workplace Health and Safety Policy

Hours of Work

As per Employment Contract