



## Position Information Document

<b>POSITION TITLE</b>	<b>Sports Administration Officer</b>
<b>REPORTS TO</b>	<b>Principal</b>
<b>STREAM</b>	<b>Administration</b>
<b>CLASSIFICATION</b>	<b>Grade 3</b>

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

### Position Overview

Under minimal direct supervision whilst subject to the direction of the Principal (or delegate), the position of Sports Administration Officer is integral to the school community and has a high administrative and customer-service focus. This position requires a professional and highly organised person to support the administrative activities associated with running OLOG's co-curricular sports program.

### Key Working Relationships

- Principal
- Sports Teacher
- Business Manager
- Operations team
- Families & Students



## DUTY STATEMENT

Duties include, but not limited to:

- Perform a range of administrative duties at an advanced level to effectively meet the needs of the school.
- Applying a high level of interpersonal skills, handle enquiries from students, parents, employees, the school community and external parties, making accurate notes and referrals, relaying accurate messages and briefing school leaders relating to sports administration as necessary.
- Assist with the preparation of timely and accurate documentation, guides, permissions and consents for co-curricular sporting activities.
- Assist with the preparation of internal and external publications e.g. newsletters, social media and website updates, as applicable to the communication of co-curricular sport.
- Utilise relevant data systems to produce and maintain student records including nominations, permissions, team lists, and schedules, preparing accurate reports as required.
- Provide complex computer-generated reports and assist in maintaining records of sports payments consistent with OLOG fees policy.
- Provide administrative assistance to organise & maintain calendars for sports events & excursions.
- As required provide administrative assistance with organising of sporting activities and excursions.
- Maintain sports uniform hire stock.
- Actively support organisation of and participate in school events/activities, meetings, required training and professional reviews.
- Undertake other duties, as required by the Principal (or delegate).

## PERSON SPECIFICATIONS

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated comprehensive experience in undertaking a broad range of administrative duties at an advanced level, applying a broad knowledge base incorporating a range of theoretical concepts.
- High level of proficiency in using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook) and databases and other office equipment to fulfil the requirements of the role.
- High level interpersonal and communication (written and verbal) skills for positive engagement, interaction and collaboration within the team,



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broader school community and with external parties. Experience in supervising others is expected.

- Ability to take responsibility for own outcomes in relation to specified quality standards and identify and apply skill and knowledge in some depth to most matters, including taking significant initiative and responsibility.
- Experience in working with little direct supervision, take direction on broader technical aspects of the work, and evaluate information and locate, analyse and evaluate information from a variety of sources.
- Experienced in applying solutions to a range of problems, analyse and plan approaches to problems to effectively deliver required outcomes.
- Highly effective time management and organisational skills and ability to plan and prioritise tasks to meet timelines for required outcomes.
- Demonstrated ability to maintain appropriate confidentiality.
- Willingness to positively support school activities/events, attend meetings and undertake required training.
- Ability to follow procedures and actively support others during unexpected situations or emergencies.

## ROLE REQUIREMENTS

- Certificate IV in Administration or Business (or equivalent) or demonstrated comparable knowledge and experience in a similar role.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
  - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
  - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
  - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.



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Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.