



Northcote College

JOB DESCRIPTION

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| POSITION | Sports Administrator |
| RESPONSIBLE TO | Director of Sport |
| Terms of Employment: | The NZEI Support Staff in Schools Collective. This position is Administration Grade 3 |

Objectives: to provide administrative support to the Director of Sport.

Key Tasks:

- Plan and co-ordinate school sports events including Athletics Day and Swimming Sports.
- Coordinate team entries and payment of fees.
- Liaise with coaches and managers and sporting organisations.
- Maintain student sport records.
- Promote sporting opportunities.
- Collect and report on sports results.
- Coordinate recognition events and letters of thanks to volunteers.
- Manage sports resources – physical and financial.
- Organise Sports Prizegiving.
- Display strong IT skills.
- To undertake any reasonable duty as required or requested by your supervisor and/or Executive Officer and the Principal.

It should be noted that in carrying out any duties that:

- Consideration for the welfare and safety of pupils and staff is always to be paramount.
- The College is concerned to ensure the safety of employees at work and avoidance of personal injury is a primary objective. Accidents and injuries can be prevented, and to this end you are required to participate in the College's safety programmes and be responsible for knowing and following the safety and health rules applicable.
- All work accidents must be promptly reported to your manager and the accident recorded in the accident register, preferably on the day of the accident. Where the accident is not reported, the College may not accept any liability for payments relating to absence arising from the accident.
- On starting employment, you will be advised on the Fire and Evacuation Procedures.
- The College will comply with the provisions of all legislation applicable to the College's operations, including the Health and Safety in Employment Amendment Act 2002.

While you are employed by the Northcote College Board you have a duty to treat your colleagues, students and the public with courtesy and respect. This means that you are expected to:

- Avoid behaviour that might distress other employees or disrupt the workplace.
- Ensure that any workplace relationships do not have a negative effect on your work performance.
- Respect the privacy of individuals when dealing with personal information.
- Be non-judgmental by not harassing or discriminating against your colleagues or students on the basis of their gender, age, disability, marital status, and ethnicity, religious or ethical beliefs or sexual orientation.
- You must not have or bring into the workplace any material that may be viewed as racist or sexist, that is pornographic, or that is otherwise offensive to the board or its staff.

Employees of the Northcote College Board are also subject to the provisions of the *Privacy Act 1993*. The main object of this Act is to promote and protect personal information and it seeks to give individuals some measure of control over personal information about themselves.

You are to avoid any activity, either work-related or private, which could reflect badly on the Northcote College Board in its relationships with the school community. This means that you are to inform your manager in writing if:

- you apply for bankruptcy or become bankrupt;
- any criminal charges or convictions that may occur while you are employed by the Northcote College Board are of such a nature that it would be inappropriate for you to continue to be employed in the same capacity by the Board. This may include, for example, charges that involve loss of trust between you and the board, or charges that damage the reputation of the school.
- secondary employment – permission from employer – doesn't interfere with primary duties.