



Position Description

Position:	Administration Assistant (Sports and Arts)
Department:	Admin
Responsible To:	Andrea Wilton-Connell, Business Manager (HR responsibility) <u>Matrix management</u> - Laura Nathan, Director of Sport - for Sports (day to day task allocation) - Alison Price, Director of Arts- for Arts (day to day task allocation)
Engagement Type:	Fixed Term, Part Time (32 hours per week), Term Time Only
Purpose:	SPORTS: To assist with the administration of the safe and quality delivery of sport and physical activity to students at Wakatipu High School. ARTS: To assist with the administration of the quality delivery of Arts to students at Wakatipu High School

KEY RESPONSIBILITIES/JOB DUTIES

Key Responsibilities

SPORTS

- Administration of team entries, registrations, and fees and subs for local, regional, South Island, and national events/competitions
- Support the Director of Sport and Sports and Physical Activity Coordinator with the organisation of sports events, trips and tournaments and interschools (including but not limited to budgeting, health and safety documentation, transport and accommodation bookings, police vetting, permission forms, and uniform issuing)
- Complete the Health and Safety trip registration procedures
- Support the Director of Sport and Sports and Physical Activity Coordinator with the organisation and facilitation of Sports Assemblies/Prizegivings and Blues Awards, and Parent/Player evenings
- Follow up overdue payments and subs
- Communication with students, parents, WHS staff, coaches, officials, event/competition organisers and other sport deliverers
- Promotion of Wakatipu High School values and the Vision for Sport
- Analysis of participation data to target unengaged students
- Maintenance of Wakatipu High School Sport website and Sporty platform
- Resource management (including but not limited to the issuing and stock take of uniforms, purchasing and issuing of equipment, organisation of first aid supplies and gym and field bookings)
- Supporting with the organisation of social and lunchtime sport
- Other tasks as requested



ARTS

- Administration of events/shows, including;
 - Ticketing
 - Creation of Programmes, Runsheets, Booklets as required per event
 - Theatre Bookings and churns
 - Creation of itineraries
 - Booking transportation and accommodation
 - Providing assistance with invoicing and payments for trips and events (via KAMAR)
 - Completing Trip Registrations (SOPS/KAMAR Groups/HARMS forms/Permission forms etc)
- Support the Director of Art and the Arts Coordinator with the organisation and facilitation of Prizegivings and Blues Awards, and other events
- Support Teaching staff by performing the following functions utilising systems such as KAMAR, School Calendar etc;
 - Setting up itinerant music timetables
 - Assist with communications to families
 - Scheduling Arts Calendar and sending reminders
 - Liaison with student teachers
- Follow up overdue payments and subs
- Ad-hoc data collection and reporting
- Support of Wakatipu High School values and the Vision for Art
- Collate newsletter input and coordinate with Communications Officer
- Assist with Purchase Orders
- Assist with Social media and updating website for Arts as required

Competencies/Attributes

- A passion for youth education through sports
- Excellent organisation and communication skills and the ability to work effectively with a wide range of people.
- Good attention to detail
- Consults and acts within Delegation of Authority
- Adapts to changes in the work environment
- Manages competing demands calmly and maintains flow of information to stakeholders
- Keeps stakeholders informed and explains reasons for decisions or changes rationally and in an informative manner

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.