

TITLE OF POSITION:	Senior Administrator - Sports		
POSITION TYPE:	Full time Permanent		
CONTRACT:	Support Staff in Schools Collective Agreement; Grade 4		
HOURS OF WORK:	Maximum 40 hours per week		
PRIMARY TASK:	Ensure high quality administration for sport so that coaches and managers can focus on working alongside students		
REPORTS TO:	Assistant Principal Sport and Culture		
NB: There are two Senior Administrators (Sport) each with responsibilities for nominates sporting codes.			
Key Task and performance indicators		Key Outcomes/Competencies	
Fiscal			
1. Support Assistant Principal with preparation of budget through provision of accurate information for nominated codes		• Budget is transparent and achievable	
2. Ensure that all playing members have paid their annual subscription and actively follow-up on slow or non-payers as needed, making provision for genuine cases of hardship		• Weekly meeting with Accounts Team to monitor payment • All players are financial or have an alternate arrangement in place • Notifications made to Deans when pastoral care is appropriate • Hardship applications are made	
Support for Coaches Managers			
3. Proactive support of those working with students		• All coaches receive regular (at least fortnightly) offers of help or assistance with matters that allow them to have productive, meaningful and fun time with their teams	
Administration			
4. Meet governing body/SSC/NZSSSC requirements for registration and entry of teams and players		• All administration requirements are met • All reporting requirements are met including injury reports to union and CBHS Health and Safety Committee • Complete reports and templates as required by governing bodies	
5. Ensure administrative requirements such as RAMS		• Relevant sections of Sports Handbook is prepared for Head of Sport recommendation to SLT • No team travels without RAMS • Travel arrangements are made • All teams are updated in PC School (school database) • Provide a complete contact list of all Players, Coaches, Managers, Parents. Contact lists are accurate and up-to-date. • Liaison with uniform shop re code numbers and requirements • Assist Headmaster's EA with police vetting of paid coaches and managers	
6. Follow-up all complaints and provide documentation and advice for Assistant Principal		• Complaints are acknowledged and complaints process followed	
Asset management			
7. Maintain a register of sports resources and ensure these are looked after and maintained		• Assets are well looked after and teams are well equipped	

8. Where required order gear and equipment as budgeted in a timely manner	
<b>Communications</b>	
9. Maintain positive relationships showing empathy, consideration and respect with all stakeholders including: <ul style="list-style-type: none"> <li>- Players</li> <li>- Parents</li> <li>- Coaches</li> <li>- Parent Committee</li> <li>- CBHS Staff</li> <li>- Other Schools</li> </ul>	<ul style="list-style-type: none"> <li>• CBHS sport has a positive relationship with all stakeholders</li> <li>• There is clear information available to all of the CBHS sports community</li> <li>• Draws and results are available for the website/assembly and are communicated</li> <li>• Achievement, participation and success are consistently recognised</li> <li>• Communication across all channels including social media is co-ordinated and reflects positively on CBHS</li> </ul>
10. Co-ordinate, collate and prepare where required reports and team photos for the school magazine	<ul style="list-style-type: none"> <li>• Magazine material is on time and is a high standard</li> </ul>
<b>Other</b>	
11. Other tasks necessary for the administration or good name of CBHS sport as delegated by the Head of Sport e.g., code related events such as prizegiving	<ul style="list-style-type: none"> <li>• Training grounds and venues are allocated transparently</li> <li>• Sport at CBHS runs efficiently and has a strong reputation</li> <li>• Access and provide opportunities for the development of coaches and referees</li> <li>• Ensure systems for ground preparation e.g., flags, nets, covers</li> </ul>
<b>APPROVED BY:</b>  <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 45%;">           _____            Headmaster's Signature         </div> <div style="width: 10%; text-align: center;">           Date:         </div> <div style="width: 45%;">           _____         </div> </div>	