



JOB DESCRIPTION

Sports Administrator

Reports to:

- Director of Sport

Hours of work:

- 25 hours per week term-time only. Distribution of hours to be agreed with the Director of Sport.

Terms of employment

- As per the NZEI Support Staff in Schools Collective Employment Agreement, 2026 - 2028, this position is graded Admin Grade 3.

Delegations and Authorities:

- None

Purpose of Position:

- The Sports Administrator is responsible for providing effective and efficient management of administrative duties and delivering high-quality administrative and operational support to the Director of Sport (DoS) and Sport Coordinator (SC).

Relationships:

Internal	External
Business Manager	Sports coaches and managers
Property Manager	Community sports organisations
EOTC Coordinator	College Sport Wellington
School staff, teaching and administrative	Parents and whānau
Students	Other schools

Person specification:

The Sports Administrator will possess the character and competencies to ensure Wellington High School achieves its goals for extracurricular sports and active recreation and will:

- Have an empathy with Wellington High School's WERO
- Work in ways which are consistent with Te Tiriti o Waitangi
- Have excellent communication, organisational skills and be confident working at a detailed level
- Enjoy working with young people and be student focused in their approach
- Establish and maintain positive relationships with all stakeholders
- Be able to triage and manage their workload
- Be familiar with and competent in using school administrative systems, or demonstrate relevant experience with other administrative systems and the ability to quickly learn and adapt to the school's systems and processes
- Demonstrate high levels of integrity and professionalism
- Hold a current first aid certificate.

Key responsibilities include:

- Working alongside the Director and Sport Coordinator to maintain systems that will streamline processes within the department, with a view to growing the number of participants, and diversity of opportunities in sports
- Performing administrative tasks on a day-to-day basis.
- Organising and coordinating students, teams, coaches and managers in keeping with the sporting calendar to ensure the smooth running of all extracurricular sporting events and activities.
- Coordinate allocated sports in the summer and winter seasons, liaising with coaches and booking training specific to the sport
- Communication with students and their parents, staff, external providers, coaches and volunteers, regarding the college's sporting programme.

KEY PERFORMANCE AREAS AND EXPECTATIONS:**1. Administration**

Responsibility	Performance Expectation
• Plan, organise and document meetings. • Assist with the organisation of training, coaching, trips and events. • Respond to enquiries and requests for information from community members. • Maintain administrative systems, processes and databases. • Ensure entries for events and competitions are processed on time and lists of competitors are accurate. • Communicate/liase with sports captains and sports committee. • Ensure all transportation/drivers are arranged for travelling teams and the drivers licence database is maintained. • The possibility of being available for some after hour event work, eg Sports Prizegiving. Time in lieu can be negotiated. • Ensure entries for College Sport Wellington events/competitions meet deadlines; communicate with competitors and ensure transport/permission slips/fees are arranged.	• Sporting events and activities are run in an efficient and effective manner. • All required information is collected, stored and organised in an appropriate manner in line with school requirements and policies. • All relevant information is shared with stakeholders in a timely and accurate manner. • Effective working relationships developed with relevant staff, students and external stakeholders.

2. Communication

Responsibility	Performance Expectation
• Administer the staff and volunteer ngā koha. • Support fundraising/sponsorship efforts for teams and events. • Publish a timetable of scheduled events weekly. • Communicate with all sporting groups through notices and Kamar. • Communicate with Business and Property Managers, and team as required. • Update and maintain the sports notice boards. • Ensure database system provides accurate information to all staff in charge of sports	• Strong working relationships developed with key internal and external stakeholders. • Communications are timely, accurate, professional and clear. • Information is shared with all relevant parties as and when required. • Maintains accurate records with all the required details.

• Ensure emails and other inquiries are replied to and actioned promptly. • Assist with the publishing of results/student achievements in the weekly wrap up, social media and assemblies.	
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3. Community Connections

Responsibility	Performance Expectation
• Ensure all sporting personnel have completed Police vetting before having unsupervised access to students, in line with school policies. Liaising directly with staff responsible for police vetting.	• Accurate collection and keeping of information in compliance with school policies

4. Professional Development

Responsibility	Performance Expectation
• Assist the Director to implement guidelines for coaches, managers, players and supporters. • Engage with professional development opportunities provided.	• Good working relationships are developed with key external people and organisations/groups. • Sport area is up-to-date in terms of awareness and implementation of new/updated guidelines. • Training opportunities are communicated and made available to relevant parties.

5. Resources

Responsibility	Performance Expectation
• Assist with the issuing, return, storage, and facilitate the cleaning and maintenance of sports uniforms and equipment. • Maintain accurate inventories of sport resources and ensure resources are kept in clean, tidy, usable condition.	• All required equipment is available and in good working order when needed. • Inventories are up-to-date.

6. Health and Safety

Responsibility	Performance Expectation
• Complete all documentation for on-going and one-off sports events, including letters to parents and Risk Management Analysis (RAS) with a copy provided to the DoS and the Head of EOTC • Monitor the work environment and minimize or eliminate any hazards. • Report any hazards you cannot deal with. • Participate in the development of Health and Safety related policies and procedures to ensure a safe and positive environment. • Ensure first aid kits and up to date health information are available for all sports teams and trips.	• In charge of event Proposal forms required to be completed for both day trips and overnight events. • Hazards or areas of concern are reported through GoNoGo and followed up on in a timely manner.

Employee name:

Line manager: Martin Pereya-Garcia

Date:

Employee Signature:	
Approved by:	
Date Approved:	
Reviews:	