Position Information Document

Position Title	**Sports Administrator**
Responsible to	Sports Coordinator, and ultimately to the Principal
Classification	Education Support Officer – Administration Stream Grade 3
Fractional Time	0.6 FTE
Tenure	Permanent

Our Cardijn Way fosters a culture of belonging and aspiration. We work in partnership to encourage, enable, and support students, families, and staff to live faithfully and with integrity.

Cardijn Context

Cardijn College is a leading R-12 co-educational Catholic school established in 1984, deeply connected to the Marist tradition and inspired by the dual charisms of our patrons, Cardinal Joseph Cardijn and St. Marcellin Champagnat.

Located in the Southern Vales region of Adelaide, Cardijn has grown to three campuses, each offering a unique educational environment to over 2,100 students, supported by more than 300 dedicated staff members.

Cardijn College Marian in Noarlunga Downs enrols students from Years 7 to 12, offering an extensive curriculum alongside a vibrant extra-curricular program to support a range of learning pathways and cater to the varied interests of our students.

Cardijn College Marcellin in Christie Downs has a focus on vocational education and training for students in Years 10 to 12 and beyond, with relationships that extend well into their careers. Marcellin facilitates seamless transitions into professional life through strong industry partnerships, equipping students with the skills and experiences necessary for career success.

Cardijn College Galilee in Aldinga enrols students from Reception to Year 9, providing a nurturing environment with an emphasis on ecological awareness and a personalised sense of belonging.

Position Summary

Under minimal direct supervision and subject to the direction of the Principal (or delegate), the Sports Administrator is responsible for providing high-level administrative support to the College's co-curricular sporting program. The role supports the planning, organisation and delivery of inter-school, intra-school and extra-curricular sporting activities across the College.

Key Working Relationships

- Principal / Deputy Principal
- Sports Coordinator
- Physical Education Curriculum Leader
- Teaching and Education Support staff
- Students and Parents/Caregivers
- Sports Coaches and Team Managers
- External Sporting Associations and Governing Bodies

Key Responsibilities

Duties include, but are not limited to:

- Perform a broad range of administrative duties at an advanced level to effectively support the operation of the College sporting program as follows:
    - provide administrative support to the Sports Coordinator and other College staff involved in the delivery of sporting and academy programs, as directed, through preparation of correspondence, reports, schedules, competition information and other written materials, ensuring confidentiality as required.
    - applying a high level of interpersonal skills, handle sports-related enquiries from students, parents/caregivers, employees, the College community and external parties, making accurate notes and referrals, relaying accurate messages and providing relevant information as required.
    - utilise relevant data systems to maintain accurate record keeping of student/player availability, participation, permissions, attendance, sporting achievements, medical information and emergency contacts, team nominations, results, inventories, registers, and other associated sporting information required to be retained, and prepare accurate reports as required.
    - process and maintain accurate records and documentation relating to coaches, volunteers and service providers, consistent with College, CESA and legislative compliance requirements.
    - compile and distribute sporting notices, competition information, and other communications to students, families and staff.
- Assist with the coordination of College sporting events, carnivals, competitions, championships, academy events, excursions and inter-school and intra-school sporting activities by:
    - maintaining permissions, risk assessments, and other relevant documentation
    - providing administrative support and staff presence at sporting functions,

carnivals and representative events
    - supporting facility management, event logistics and operational requirements as needed.

- Attend out-of-hours sporting activities, competitions and events as required and approved.

- Support resource management activities required for sporting programs and events by:
    - maintaining sporting equipment inventories and asset registers
    - coordinating equipment ordering, receipting, and distribution as directed
    - administering the allocation, collection and return of sporting uniforms and related resources.

- Liaise with sporting associations, schools, clubs, coaches and competition organisers to administer fixtures, venues, registrations and competition requirements and coordinate service arrangements with transport companies, catering suppliers, venue operators and sporting contractors, as applicable.

- Work collaboratively with staff to support the mission, values and Catholic ethos of Cardijn College.

- Actively participate in required College events, meetings, professional learning and review processes.

- Undertake other duties consistent with the classification level and responsibilities of the position as directed by the Principal (or delegate).

PERSON SPECIFICATIONS

- Demonstrated commitment to supporting the Catholic ethos, values and mission of Cardijn College.
- 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, 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.
- Experience maintaining compliance documentation, risk management records and contractor or volunteer documentation

SPECIFIC REQUIREMENTS

- Certificate IV in Business, Administration, Sport and Recreation, Event Management (or equivalent) or demonstrated comparable knowledge and experience in a similar role. Experience in sport administration/education administration with knowledge of sporting pathways, programs and events is highly desirable.
- Availability to work after school and on weekends as approved to fulfil the inherent requirements of the position. Relevant provisions for additional hours/overtime of the South Australian Catholic Schools Enterprise Agreement (as amended or replaced) will apply.
- 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.

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

- Ensure compliance with WHS policies, practices. and priorities, within area of responsibility.
- Maintain Library/Resource Centre and facilities to meet all WHS obligations and requirements.
- Ensure adequate protective clothing and equipment is available and properly utilised when undertaking tasks requiring it.

As a Worker while at work you must:

- Take reasonable care for your 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 to, with any reasonable instruction given by the employer.
- Cooperate 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.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

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.