



## PENLEIGH AND ESSENDON GRAMMAR SCHOOL

### POSITION DESCRIPTION

**POSITION:** Sports Administration Assistant  
**REPORTS TO:** Director of Sport  
**LOCATION:** Keilor East

### PURPOSE

To assist with the effective administration of the secondary sports and co-curricular programmes.

### SCHOOL OVERVIEW

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve. The school operates on three campuses with a student population of over 3,000. The Kindergartens and Junior School (boys) are located in Essendon, the Junior School (girls) in Moonee Ponds and Gottlieb House Middle School (boys), McNab House Middle School (girls) and the Larkin Centre (coeducational Senior School) are located in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic programme is complemented by a diverse co-curricular program of Drama, Dance, Music and Sport.

The school actively promotes the safety, wellbeing and participation of all students, including supporting children from culturally diverse backgrounds and those with individual needs and encourages every student to thrive in the classroom and beyond.

### SCHOOL VALUES: REACH

**RESPECT:** We acknowledge the dignity and intrinsic worth of individuals and our world. We demonstrate fairness, kindness, and an awareness of diverse perspectives, recognizing the impact of our actions on others.

**EXCELLENCE:** In education and all that we do, we pursue the highest standards with focus and a commitment to continuous growth. We embrace challenges, learn from mistakes, and cultivate a culture of mastery and exceptional outcomes.

**ACCOUNTABILITY:** We act with integrity and take responsibility for ourselves, others, and the world around us. We demonstrate honesty, reliability, and ethical behavior in all we do.

**CURIOSITY:** We learn and grow through questioning, exploring, and deepening understanding, simulating wonder and innovation. We value intellectual engagement and lifeline learning.

**HEART:** We show kindness, courage, and empathy in our actions and relationships. We stand for what is right, support others, and build meaningful connections based on trust and compassion.

## **POSITION CONTEXT**

The Sports Administration Assistant is directly responsible to the Director of Sport for the effective performance of duties and interacts with parents, students and all levels of staff, as well as contractors and suppliers. The Sports Administration Assistant also provides support to the Coordinator of Sport (girls) and Coordinator of Sport (boys), and Sports Administrator.

As a member of the Administration team within the school, the Sports Administration Assistant also reports to the Director of Finance, Deputy Principal and Principal.

The Sports Administration Assistant will work closely with the Sports Administrator to support the needs of the department and the school.

The incumbent is expected to support is expected to support the school's values, policies and procedures and the philosophy of an independent school associated with the Uniting Church and support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.

## **POSITION GUIDELINES**

The following list is not exhaustive, nor in any order of priority, but is indicative of the general duties of the role:

- Liaise with parents, students, staff, coaches, suppliers, contractors and visitors.
- Receive and direct enquiries appropriately, including providing program information in a timely and effective manner.
- Assist the Director of Sport in organizing and coordinating the sports program schedule and fixtures.
- Assist with preparing and publishing program information (ie. fixtures/teams/results).
- Manage bookings for sports buses and sports venues, as required.

- General clerical duties, such as typing and proofing schedules, fixtures, letters, and memos; collating mailouts; and printing reports.
- Support the Sports Administrator with calendar and diary management to meet the needs of the Director of Sport.
- Provide support to the Sports Administrator with the administrative needs of the co-curricular programme as directed by the Director of Sport.
- Assist the Sports Administrator with ordering and/or purchasing stationery and supplies, as required.
- Assist with events and coordination of activities as required (e.g., Firsts dinners and presentations, and other activities).
- Issue equipment and resources as required to ensure the smooth running of the program.
- Participate in professional learning and annual cyclical plans and reviews, in consultation with the Director of Sport.
- Ensure adherence to and demonstrate behaviours in accordance with the School's Child Safety Code of Conduct, including the Child Safe Standards and ensure any child safety concerns are reported immediately.
- Other duties as directed.

## SELECTION CRITERIA

The Sports Administration Assistant will be a service-focused individual who relates well to teenage students and staff and shares a love of sports. They will be loyal, trustworthy, proactive, and able to effectively manage multiple tasks and deadlines in a busy school environment.

The Sports Administration Assistant will demonstrate:

- Well-developed interpersonal and communication skills (verbal and written)
- Effective organisational and prioritising skills, with the ability to manage competing and conflicting priorities to deadlines
- A strong customer service focus
- High attention to detail, including the ability to draft and format documents and proof material accurately
- Database and software programs experience, including data entry and reporting (Synergetic, Schoolbox and Clipboard experience would be of benefit)
- Strong administrative skills (e.g., typing, drafting letters and mail merge)
- High level of computer literacy (MS Suite, Google Drive, Microsoft Teams)
- Problem-solving skills
- The ability to work both independently and as part of a team
- Previous experience in sports administration or in schools would be of benefit
- Discretion when handling confidential and sensitive information
- An understanding of and commitment to student welfare
- A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds
- First aid qualifications, including anaphylaxis and asthma.

- Adequate police check (Working with Children Check)
- Support for the philosophy and values of the school

## CONDITIONS

**Hours of work:** This is a part-time (0.5 FTE) position, with days and hours of work as agreed with the Director of Sport

**Annual leave:** 4 weeks annual leave per year, usually taken during school holidays

**Bonus Leave:** An additional 2 weeks of non-accruable bonus leave to be taken during school holidays at agreed times

**Relevant Award:** Educational Services (Schools) General Staff Award 2020

**Salary:** Dependent upon skills and experience

## CONCLUDING REMARKS

The position description should not be seen as limiting and is open to review, by negotiation, by either party