



Position Description

Position Title	Sport Department Assistant
Department	Sport
Reports to	Director of Sport
Direct Reports	Assistant Director of Sport; Primary, Girls and Boys Sport Coordinator
Purpose and Objectives	<p>St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane.</p> <p>The position of the Sport Department Assistant provides administrative, physical and developmental assistance to the key personnel responsible for the organisation and management of the St Peters P-12 sporting programs.</p>
Key Accountabilities	<p>Administrative Support</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none">• Act as a key first point of contact for the Sport Department as required. This includes responding to student enquiries, liaising with other College departments, and managing parent emails and phone calls.• Coordinate the purchasing and ordering of equipment for the Sport Department. This includes equipment for training and matches, playing uniforms for students and staff and hiring of sports facilities.• Manage the ordering and inventory of uniforms for St Peters Sport staff and 1st and Open sporting teams.• Provide administrative support and assistance as directed by the Director of Sport. <p>Weekly/Annual Tasks</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none">• Assist the Director of Sport, Assistant Director of Sport and Girls/Boys/Primary Coordinators and Sport Coordinators in the organisation, set up and planning of weekly sporting fixtures. This includes Inter-House, AIC, QGSSSA and BSRA events.• Liaise and communicate with Sport-specific Coordinators to help facilitate the delivery of training and matches through each term.• Assist in the planning, preparation and delivery of Inter/Intra School Carnivals including St Peters, District and Regional events.• Ensure all Sport storage areas are maintained, organised and kept tidy• Carry out regular maintenance and safety checks of all sporting ovals, courts, facilities, and sport vehicles in line with current WH&S requirements.• Organise appropriate repairs/maintenance for St Peters sporting facilities and equipment• Other duties as determined by the Director of Sport.



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	<p>All employees are responsible for contributing to the College’s strategic and operational outcomes and upholding standards of behaviour.</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Respect and uphold our Mission of “Excellence in Christian Co-Education” and our Christian Ethos: • Demonstrate respect and integration of Christian Ethos as appropriate to the position requirements and completes accreditation (Pathways) if and as required. • Demonstrate professional behaviours of trust, accountability, unconditional positive regard, open feedback and communication. • Uphold Code of Conduct and Valuing Safe Communities standards • Health and Safety: • Take reasonable measures to protect their own health and safety and others. • Follow all reasonable Health and Safety policies, guidelines and directions. • If in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources, information and training available to their team members. • Understand and uphold standards in policies and other reasonable directions as directed. • Comply with any directions noted in the employment contract and/or Lutheran Schools Single Enterprise Agreement. • Actively and effectively participate in reasonable directions provided.
<p>Selection Criteria</p>	<p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p>Experience and qualifications</p> <p>SC1: Experience working in the sports industry and/or a school sport environment will be highly regarded.</p> <p>Knowledge, skills and capabilities</p> <p>SC2: Demonstrated high-level administrative skills, with the ability to work autonomously and manage tasks with minimal supervision.</p> <p>SC3: Demonstrated time management and organisational skills, with the ability to work well under pressure, meet competing deadlines, and respond quickly to changing priorities.</p> <p>SC4: Well-developed written and verbal communication skills, with the ability to build positive relationships and communicate effectively with students, parents, staff, and other stakeholders.</p> <p>SC5: Demonstrated proficiency in Microsoft Office applications and experience using databases and other administrative systems.</p> <p>SC6: Personal capabilities</p> <p>Demonstrated ability to exemplify care, dignity and respect, delivered through high personal accountability for professional workplace conduct.</p> <p>Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that</p>



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	<p>aligns with the College’s strategic and operational objectives and values.</p> <p>SC7: Christian Ethos</p> <p>An understanding of respect and demonstrable support for the College’s Christian ethos.</p>
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Job Details	
Position Status	Permanent, Part Time (0.8333 FTE)
Hours of Duty	Monday – Friday, 38 hours per week Saturday work required Term time position, 40 school calendar weeks per year. Full-time hours during term time.
Classification	Schedule 10 School Officer Level 4, Step 1
Annual Salary	\$77,753 to \$81,833 per annum plus Superannuation (pro-rata for part time employment). Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPILLY QLD 4068
Professional Behaviours	Applicants are expected to respect and uphold the College’s Mission of “Excellence in Christian Co-Education”, support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College’s Child Protection Policy and Procedures.
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.



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Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.
Compliance Requirements	Right to work in Australia Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other Relevant Information	The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i> .
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

11 June 2026