



POSITION DESCRIPTION SPORTS ASSISTANT

Responsible to: Sports Director
Functional Relationships: Principal/Board of Trustees
Senior Leadership Team, Teaching and Non-Teaching Staff
Students, Parent Community, School Community, College Sport, Sports Managers, Coaches, Referees
Appraiser: Sports Director

1. Administration and Data Management

Key Responsibilities	Expected Outcomes	Self Review Against Tasks
Manage essential administrative tasks and records.	Accurate records of meetings are maintained, notes are distributed, and actions requested by the Sports Director are completed.	
Maintain sports participant and competition data.	The KAMAR database is updated. Teams/sports groups are entered into KAMAR, and records of sports fees to be charged are kept. Records are maintained for all competitions and events.	
Process event permissions and fees.	Students receive and return appropriate permission slips, which are returned <i>before</i> attending events or activities. Coordination of team entries and payment of sports fees is achieved.	
Weekly Draws	Weekly draws are posted on the website and parents are informed of logistics in a timely manner.	

Coordinate transportation.	Transport and drivers for sports teams are arranged as required.	
Ensure prompt tournament logistics.	Entries, accommodation, travel, and food arrangements for tournaments are organized in a timely manner.	

2. Communication, Promotion and Results Reporting

Communicate effectively within the school and wider community about sporting activities	Information is available to students about sporting activities. Flyers, posters, and informative notices are produced to promote sports and activities. An effective relationship is maintained with College Sport and information is disseminated to the school as needed.	
Manage the promotion of sports and achievements	Assistance is provided with updating the website and social media sites if needed. Results are promoted through the Principal's Panui and loaded onto the website and other school publications. Displays promoting sports, recreational activities, and achievements are set up. Fair Play Principles in Sport are widely publicised and followed. Codes of Conduct for all participants are distributed.	
Collect, collate, and report competition results	Results are entered into the College Sport website immediately. House points are updated regularly.	
Ensure timely recognition of achievements	Results and student achievements are communicated in assemblies, school newsletters, and the magazine in a timely manner. Deserving individuals and teams are acknowledged and rewarded in a timely manner at assemblies, on the Website, social media, and in the Principal's Panui	

Manage nominations for awards	Nominations for local, regional, and national awards are made when relevant	
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3. Event and Programme Support

Provide support for major sporting occasions	Support is provided to the Sports Director to ensure a successful Sports Awards Evening occurs. Coaches, managers, and volunteers are suitably acknowledged. All students are aware of planned events and have the opportunity to enter/participate when assisting in the organization and promotion of major school sporting events (e.g., Swimming, Athletics, Cross Country).	
Support internal sporting activities	Inter-house competitions are organized for lunchtimes. Regular organized sport is available to interested students.	
Support training sessions and events	Assistance is provided to coaches to set up and pack down training sessions. Teams are supported, and staff are assisted when needed. Attendance at sessions is monitored.	
Attend necessary meetings	Regular meetings are attended with the Director of Sport, Sports Captains, and Sports committee.	
Liaise with the Director of Sport	Cohesion occurs, and senior students are able to take initiative and leadership roles within the sporting framework.	

4. Resource and Equipment Management

Manage and track sporting equipment	Equipment and resources are ready when needed. Coaches have the correct equipment for trainings. Sporting equipment is tracked, issued, and looked after. Storage areas are kept tidy and easily accessible	
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