



Sports Co-ordinator

Person Specification

Sancta Maria College is a Catholic Integrated School (Years 7-13) that is committed to preparing our students to embrace the future by providing a complete Catholic education in a safe, nurturing community, shaped by our vision.

- Demonstrates and supports our Special Catholic Character
- Can maintain professionalism and confidentiality treating others respectfully
- Builds supportive, collegial relationships with all staff, students, coaches, managers and school community
- Has excellent listening, verbal and written communication skills.
- Work is completed to a high standard
- Is time-efficient, resourceful and effective
- Has and uses initiative at all times
- Confident to be proactive to take lead in all situations
- Is a high-level thinker and will respond to tasks independently
- Has a level of computer skills and knowledge to meet the requirements of the position
- Can multi-task and be flexible
- Is able to work with other sports department staff in an effective and efficient manner.
- Fosters positive relationships with others
- Enjoys working in a learning environment that has a diversity of cultures
- Presents well with a caring nature