



Do you have a passion for sport?  
Are you well organised person with great interpersonal skills?

If so, we need you as our

## **SPORTS COORDINATOR**

Sancta Maria College is a Year 7-13 State Integrated Catholic Secondary School with 1000 students in Auckland's South Eastern Suburbs. We seek an enthusiastic and self-motivated person who has passion for sport in schools and is energetic, innovative and professional.

**Purpose and primary objectives** of this position are to provide effective and efficient management and coordination of the College's sports programme with particular focus of our Year 9-13 students, leading to:

- Quality, well organised programmes that meet the various needs and interest of all students
- Enhancing the profile of sport at the college and within the school community
- Encourage high levels of student participation and achievement in sporting competitions, events and recreational opportunities
- Provide a safe and enjoyable sporting environment for all students

Strong organisational and communication skills are essential for this role. Experience in the secondary school environment is desirable.

This is Permanent, Part-Time, Term-Time only position with 37.5 hours per week (8.00 – 4.00 daily) with extra hours on school holidays as required. Extra flexibility will also be required (including Saturdays and work beyond 4.00pm on some days) in order to complete work for sports tournaments as well as meet some of the key tasks outlined in the role description. These hours will be negotiated prior to end of each term and nearer to the sport events in consultation with the Director of Sport.

**Applications close on 1 November 2018 (Thursday) at 4.00 pm.**

Candidates will be shortlisted and invited for interviews soon after the closing date. Appointment to the position will be made by 7 November 2018.

Anyone wishing to visit the College before completing an application may contact Jason Crummer, Director of Sport, for an appointment to view the campus via email [j.crummer@sanctamaria.school.nz](mailto:j.crummer@sanctamaria.school.nz) or phone (09 274-4081 ext.310).

Full job description and application form are available on our school website: [www.sanctamaria.school.nz](http://www.sanctamaria.school.nz).

Completed application form, covering letter and CV are to be emailed to [t.ganias@sanctamaria.school.nz](mailto:t.ganias@sanctamaria.school.nz).