



**Role Description: Careers Administrator / Sports Administrator**

*“Guide me in your truth and teach me, for you are God my Saviour, and my hope is in you all day long.” Psalm 25:5*

**Responsible to:** Careers Co-ordinator / Director of Sport

**Functional Relationship with:** Principal & Deputy Principal  
 Business Manager  
 Tertiary Institutes, ITOs, External Training Providers  
 Employers  
 School Community (staff, students, parents/caregivers sports coaches, managers, and volunteers)  
 Community sports organisations  
 Regional Sports Trust

**Responsible for:**

- Assisting the Careers and Sports Departments to prepare, collate and complete all documentation required or associated with administration including completion of application forms, data entry and recording.
- Booking of events and school calendar is monitored and updated.
- Records of student and volunteer achievements is accurate and updated.
- Ensure all follow-up documentation is received and processed including appropriate documentation is received and processed.

KEY TASKS	EXPECTED OUTCOMES
<p><b>1. Administrative Support</b></p>	<p><b>Careers:</b>            Assisting the Careers Co-ordinator to prepare and collate all documentation required associated with STAR including completion of application forms, attendance and behaviour/learning contracts between the school, course providers and the students.</p> <p>Ensure all follow up documentation is received and processed including appropriate permission slips, evaluation forms, correspondence with external providers, businesses and Tertiary institutes.</p> <p>Maintain financial and academic records for review and audit purposes by Ministry of Education and Business Manager.</p> <p>Arrange transportation for students for workplace learning, course providers and off-site events, including any resources or equipment required.</p> <p>Absentee notification of students at courses to teachers.</p> <p>Assist with organisation of trips and events ensuring completion of all appropriate EOTC documentation.</p>

	<p>Attending and supervising students on careers related trips.</p> <p><b>Sport:</b>  Access student information using Kamar (student management system);  Is competent with ICT, including Microsoft Office programmes and Windows; documentation is of high quality (letters, website updates, newsletters, posters, invitations);  Sports Education Outside the Classroom (EOTC) procedures and documents are completed with sufficient lead times;  Sports uniform and equipment stocktakes are recorded accurately;  Sports events and bookings calendar is monitored and updated; Recording of student and volunteer achievement is accurate and updated;  Sports certificates are printed and ready with sufficient lead times;  Seasonal sports fees and financial information is completed and supplied to accounts prior to event start dates; preparatory tasks for school-wide events such as athletics, cross country, sports awards etc., are completed in a timely manner.</p>
<p><b>2. Communication :  Liaising and communicating to all key stakeholders</b></p>	<p><b>Careers:</b>  Liaison with prospective employers and course providers, advertising vacancies and events in daily notices and Schoology.  Assist with organisation of annual Careers evening including corresponding with delegates.  Assist with preparation of Department newsletters, website and notices displayed in College, Board of Trustee reports and daily correspondence.  Assist with enquiries from students and parents including preparation of CVs, job searching on line, tertiary and accommodation applications.  Arrangement of appointments for students with Careers Co-ordinator.  Ensure all careers information and brochures are up to date and displayed in Careers department for student access.</p> <p><b>Sport:</b>  Effectively communicates registrations, draws/schedules (including changes), event information to students, parents and staff in a timely and manner; will communicate and promote volunteer interest to support sport and physical recreational activities.</p>

<p><b>3. Programme Assistance</b></p>	<p><b>Sport:</b> Assist with organisation of the various sporting events within the school's programme.</p> <p>Planning and running of the school's inter-house competitions, sports awards, future developments/ opportunities as identified, developed and implemented.</p>
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**Limitations of Authority**

Changes to procedures or routines must receive prior approval from The Principal, Careers Co-ordinator and Sports Director. This to be in consultation with the Business Manager.

**Conditions of Employment**

This is a permanent part time position, term time only, 33 hours per week (13 hours Careers, 20 hours Sports)

Hours of work : Negotiable

Employed under the terms and conditions of The Support Staff in Schools Collective Agreement Grade C, Step 11 : \$22.24 per hour

<p><b>APPROVED BY THE PRINCIPAL</b></p>	
<p><b>Date:</b> _____</p>	<p><b>Principal:</b> _____</p>
<p><b>Reviewed:</b> _____</p>	