

## Person Specification

### Director of Sport

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- Experience in sports management
- An understanding of NZ Secondary School Sport
- Enthusiastic, self-motivated, flexible, and must be committed to providing a positive sporting experience for all students
- Excellent interpersonal skills. Relates well and responds effectively to students, parents, and staff
- Excellent organisational and administrative skills. Able to use initiative and forward planning to meet deadlines
- Computer literate – competency with Microsoft and KAMAR is preferable
- Good English skills, both written and verbal (i.e., spelling and accuracy, ability to draft letters and reports)
- Ability to work and perform well in a sometimes demanding and stressful environment by following set procedures and adhering to school policies and guidelines
- Team leader and team worker
- Professional appearance and manner
- Social media and marketing experience