



POSITION DESCRIPTION

Role	Administrative Assistant – Sport & Physical Education
Team	Health & Physical Education
Reports to	Head of Sport and Head of Health & Physical Education
Employment Type	Full-Time

The Role

The Administrative Assistant plays a pivotal role in supporting the effective delivery of the School's sports and Health & Physical Education programs. This position is responsible for the coordination and administration of all IGSSA sporting activities, including the sourcing and management of coaches and umpires, scheduling fixtures, booking venues and transport, and ensuring compliance with safeguarding requirements. The role oversees payroll processing for sports staff, prepares match materials, manages results and records, and supports the organisation of carnivals and sports assemblies.

In addition, the position maintains equipment, uniforms, and facilities for both IGSSA and HPE programs, ensuring that all sporting areas and first aid resources are safe, well-stocked, and efficiently managed. The role requires strong organisational, communication, and administrative skills to ensure smooth day-to-day operations and high-quality experiences for students, staff, and the wider school community.

Skills and Attributes

- Strong organisational and administrative skills, with the ability to manage multiple priorities and meet deadlines in a busy school environment.
- Excellent communication and interpersonal skills, with a collaborative approach to working with staff, students, coaches, umpires, and the wider school community.
- High attention to detail, particularly in scheduling, record-keeping, and compliance requirements.
- Sound understanding of school sporting operations, including fixture management, event coordination, and results recording.
- Proficiency in administrative and database systems (e.g. Synergetic, Clipboard, Microsoft Office suite, Canva).
- Commitment to child safety and wellbeing, ensuring all coaches, umpires, and volunteers meet Working with Children Check and onboarding requirements.
- Ability to problem-solve and adapt to changing circumstances, such as weather disruptions or last-minute fixture changes.
- Practical knowledge of equipment maintenance and facility management, including first aid kits and sporting resources.
- Capacity to work both independently and as part of a team, showing initiative and reliability.
- Commitment to professional learning, including participation in First Aid and other relevant training sessions as required.

Key Responsibilities

Sport Administration

- Source and appoint coaches and umpires for all IGSSA sports.
- Prepare and submit coach and umpire payments fortnightly to Payroll.
- Create fixtures, schedules, and fitness timetables for all sports each term.
- Prepare scoresheets and confirm match results via Clipboard; email scores to opponent schools after each fixture.
- Contact umpires to confirm attendance prior to match days.
- Book buses for all IGSSA training sessions and match days.
- Manage venue and facility bookings as required.
- Prepare exeats and team lists for students leaving early for matches.
- Ensure all coaches and umpires are fully onboarded and hold current Working with Children Checks.
- Collate and distribute dates to avoid for future IGSSA calendars (e.g. exams, camps).
- Compile medical files for each year group and sport, including fixtures, medical forms, injury protocols, and ground maps.
- Draft and send thank you letters to coaches and umpires each term.
- Update and edit sports-specific information for the Community Handbook and termly Injury Protocols.
- Coordinate applications for Sports Assembly awards (24s Club, 30s Club, State/National Representatives).
- Enter and maintain student/team data in Synergetic for academic and medical reporting.
- Assist with the organisation and delivery of school carnivals.
- Enter results and ratify data for carnivals.
- Update breakfast schedules each term and communicate with the Café Manager.
- Assist with any additional duties related to IGSSA or school sporting operations.

Facilities and Equipment

- Prepare and manage facilities for IGSSA, PE Curriculum, and Interhouse programs.
- Manage orders, stocktakes, repairs, and maintenance of sports and PE equipment.
- Maintain all Sport and PE First Aid Kits.
- Organise materials and equipment for training sessions, fixtures, and curriculum activities.
- Oversee the maintenance, safety checks, and upkeep of the Fitness Centre and Exercise Physiology Lab.
- Manage inventory and cleaning of Sport and PE uniforms.
- Maintain storerooms in an orderly and functional condition.
- Monitor and redistribute lost property as required.
- Serve as a key liaison with the Pool Operations Manager and as a member of the Aquatic Facility Committee.

General Duties

- Liaise effectively with students, staff, and the wider school community to support the smooth running of the sports and curriculum programs.
- Provide general administrative support to the Head of Sport and Head of HPE.
- Attend professional learning, First Aid, or related sessions as required by the Head of Sport or Head of HPE

The Principal reserves the right to vary your duties at any time. Such variation does not constitute a breach of contract nor termination of employment