

Role Description

Sports Administrator

Reports to

Director of Sport

Position

This is a permanent full-time role.

Role Purpose

The role of the Sports Administrator is to join the team which maintains the effective day to day administration of sport for the Senior School. The Sports Administrator role assists two of our Head Coaches with the administrative tasks associated with their sports, as well as assisting the Director of Sport.

The role will require attendance at weekly sport training sessions, Saturday sport fixtures during term time and supervision of the Meriden Invitational Badminton competition.

Experience and Responsibilities

- Represent Meriden proudly and appropriately at all times and on all occasions
- Keep the Director of Sport fully informed and aware of any issues arising in relation to students, sport and any aspects of your role
- Assist the Head Coach (Badminton) and Head Coach (Court Sports) in all administrative tasks, including, but not limited to:
 - Clipboard data entry (team lists, coaching hours and fixtures)
 - Following up on student absences
 - Producing and maintaining sport draws and team lists
 - Booking training venues
- Undertake any training as required, including holding a current first aid certificate at all times
- Attend Saturday IGSA sport competitions in Terms 1-4, and Friday evening badminton in Term 3
- Attend all Senior School Sport carnivals and IGSA carnivals in conjunction with the Director of Sport and relevant sport staff

Essential Criteria

- Be an effective communicator and a positive, flexible team member
- Be able to multi-task and problem solve efficiently
- Be able to plan and complete projects and achieve necessary time lines
- Display outstanding organisation skills, ability and stamina to work in multiple environments
- Be able to communicate and motivate students in a variety of methods

Other Skills and Attributes

- A personal appearance and demeanour which represents the School in a positive way
- Clear and effective written and oral communication skills
- Effective time management skills and the ability to work independently with little direct supervision
- Excellent IT skills
- The ability to work as part of a team
- Loyalty to the School and the Principal
- Willingness to embrace and support the Christian ethos of Meriden.