



## Sports Administrator Position

Thank you to Rachel Lau who has been our school Sports Administrator for the year. She has done an outstanding job and has volunteered many hours into this important role. Unfortunately for us Rachel will be stepping down from this role at the end of the year and therefore we will be seeking the services of a new Sports Administrator for 2021 and beyond. This role has an honorary annual payment.

Rachel will assist the new Sports Administrator with a comprehensive hand over to allow an easier transition. This will be negotiated to occur in term 4 2020 and term 1 2021.

Key Information about the Sport Administrator role:

- Required to be a member of the Vale Park Primary School Sports Committee.
- Current Responding to Abuse and Neglect (RAN) Training.
- Current DCSI Relevant History Screening/Working with Children Check (WWCC) or be willing to undertake such through the Department for Human Services (DHS). No cost to the applicant.
- Will be paid an honorarium determined and agreed upon by the Governing Council and School Sports Committee. This will be set at \$40 per child playing after school sports.
- Expectations of volunteer hours towards this role.
- Required to have a sound understanding and knowledge of and abide by the Vale Park Primary Sports Policy.
- Have knowledge of WH&S practices.
- Coordination of all after school sport, working closely with the PE teacher.
- Determine fee structure for students/teams in collaboration with and the approval of the Sports Committee.
- Generate sports' notices along with the PE teacher, Liz (Front Office Administration), and after review by leadership and distribute as required.
- Ensure each team has a coach (and manager if possible). PE teacher, Principal and Sports Committee are to be notified of the appointment of coaches.
- Monitor coach and team manager Relevant History Screenings/WWCC and RAN training.
- Scheduling of training and use of school sporting facilities.
- Liaise with relevant sporting bodies to enter teams into competitions.
- Ongoing communication between the school/sporting groups/parents and students.
- Distribute timetables and any other communications for the teams.
- Maintenance and record keeping of sporting equipment, uniforms and first aid supplies for teams.
- Liaise with the Front Office regarding payments and administrative matters.

Expressions of Interest for this role need to be submitted to the school by *4pm on Thursday 12<sup>th</sup> November 2020*.

An interview will be required with Fione Love, Nicholas Goldney & Rachel Lau. The interviews will be held on *Friday 20<sup>th</sup> November 2020*, from 2pm. Referees will need to be contactable via phone at this time.

growing for the future...



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