



POSITION DESCRIPTION

POSITION TITLE:	Assistant to the Director of Sport
DEPARTMENT:	K-Y12 Sport
LOCATION:	Masons Drive, North Parramatta
THIS POSITION REPORTS TO:	Director of Sport
COORDINATES WITH:	<ul style="list-style-type: none">• Deputy Principal - Administration• K-Y12 PDHPE Teachers
AWARD/AGREEMENT RELATIONSHIP:	School Support Agreement
REMUNERATION:	As per agreement
HOURS:	As per agreement
SPECIAL CONDITIONS:	You will be expected to support the school's Christian aims and ethos.

WHAT IS THE FUNDAMENTAL PURPOSE OF THE JOB?

The Administrative Assistant to the Director of Sport will assist and support the Director of Sport in the day to day running of the K-Y12 Sport Department at Tara.

ROUTINE DUTIES

- Collation of sport results in preparation for the written report for the fortnightly TARAnews and quarterly TARA Circle. This may also include the provision of photos where necessary.
- Assist with the maintenance, purchase and storage of sport equipment, including the packing of appropriate kits prior to the term's commencement.
- Check and record student attendance at training sessions and sporting trials and competitions. Liaise with the Director of Sport and Teacher in charge to ensure full team entries for weekend sport competitions.
- Collation of relevant information (e.g. registrations, transport, uniforms, training days, carnivals, compilation of coaches' folders).
- Collection and collation of student award lists for consideration by the Director of Sport and Teacher in charge of sport.
- Support with the preparation (including trials, recording sheet generation, training, equipment organisation and set up) and assisting at major school sporting carnivals including Swimming, Athletics, Cross Country, Interhouse Sport and Gymnastics.
- Saturday Sport – attend, set up and pack up of equipment at home venue and attendance at other venues.
- Monitor and record team uniforms including appropriate sizing, numbering, sufficient stock and movement.
- Regular weekly meetings with the Director of Sport (or more frequently as required). Regular discussion with the Director of Sport about upcoming events.
- Attendance at camps such as Rowing and Snowsports.
- Attendance at Friday Night Athletics.
- Assist with before and after school duties.
- Attendance at IGSSA and CIS carnivals as required.
- Provide other clerical assistance as determined by the Director of Sport.

Application, including full C.V, copies of academic transcripts and details of three referees, should be sent to:

The Principal, Tara Anglican School for Girls,
Masons Drive North Parramatta NSW 2151

By Wednesday 14 October, 2009

Employment will be subject to a satisfactory screening under the Child Protection Act 1998

APPROVED BY:

Bursar:	Date:
Principal:	Date: