



SPORTS ADMINISTRATOR

Radford College is an Anglican co-educational day school. It caters for students in Year 1 to 12 and an Early Learning Centre. The College is located in the suburb of Bruce ACT and has the Australian Institute of Sport and the University of Canberra as its neighbours. The College is seeking a Sports Administrator to commence in late February 2012.

This position requires a high degree of initiative, drive and organisation. The position reports directly to the Head of Sport. The Sports Administrator must be an excellent team player. Each Sport Administrator will be a Director of a few sports each, lead a number of whole school sporting events, help with Year Group camps and contribute as a team member to the smooth and efficient organisation of sports administration across the whole College (K to Year 12).

The successful applicant will need to have a minibus licence and current first aid qualifications. Support can be given to achieve either of these requirements prior to commencement.

A. ROLES

1. The three Sports Administrators act as Directors of a number of summer and winter sports. Our major sports are cricket, hockey, football (soccer), rugby, rowing, basketball, netball and chess. We also cater, in part, for tennis, equestrian and snow sports. The last two are fully run by a parent body. Whole school sports are athletics, swimming and cross-country.

The Sports Administrator will be the College Director of netball, rowing, hockey, rowing and coordinate Junior School sports activities. It must be stressed that each Sports Administrator will most likely gain at least one sport they are not experienced in and they will therefore have a steep learning curve to acquire good knowledge of the successful running of that sport.

2. Provide administrative assistance to the Head of Sport by being the Director of a few sports. This includes:
 - liaising with and promoting 'Friends of Radford' sporting groups;
 - assisting with the organisation of fixtures, training sessions, and functions, including presentation dinners;
 - appointment, in conjunction with Head of Sport, of coaches and managers for each sport;
 - booking facilities outside Radford for training/matches;
 - providing team lists to the Accounts Department (for billing purposes);
 - upon authorisation from Head of Sport, ordering equipment for the sport;
 - providing administrative support for the sport;
 - contacting coaches in event of cancellation of training or matches;
 - checking that all relevant paperwork, contracts and child protection guidelines for external coaches have been completed prior to the person starting;
 - attending relevant Association sports meetings as a representative/delegate of Radford College;
 - providing reports for the College e-Bulletin;
 - providing material for Radford publications;
 - keeping each individual sport website up to date and relevant;
 - maintaining good budgetary control for each sport;
 - maintaining all equipment in good order.
3. Organise student sports registrations for summer and winter by:
 - producing registration forms for each sport;
 - advertising the registration period in the Daily Announcements;
 - collection and collation of forms;
 - entering registration details into a central data base;

- in conjunction with the Registrar, sending registration forms to all new students who will be commencing at Radford the following year, inviting these students to play summer sport for Radford in the forthcoming season;
 - maintaining a cocurricular database on Denbigh for each student.
4. Provide administrative support for College Cocurricular Awards.
 5. Maintain and update House information and distribute to relevant staff and assist with the organisation of the Annual Foundation Day.
 6. Support of publications, eg:
 - coordinating sports reports for the *Radford Report* (twice a year) and annual *Radfordian*;
 - assisting in submitting photos to the editors;
 - writing articles for local papers (responsible to the Director of Community Relations);
 - regularly updating the sports pages on the College web site. This includes future sporting fixtures lists, field locations, coach/manager details and any other relevant sport information.
 7. Attend the Year 5 or Year 7 or Year 9 camps (Year 9 Camp to be attended by two Sports Administrators each year) and help with the administration of one of these camps.
 8. Help organise and attend all internal and external carnival days – College athletics, swimming, cross-country carnivals, and all ASC/PSSA/ACT events in the numerous sports as an official and/or manager.
 9. Manage PE/Health/equipment facilities and the annual stocktake, and provide some administrative support to the Head of PE/Health.
 10. Provide any necessary sporting administrative support for the Director of Cocurricular.
 11. One Sports Assistant will be allocated to Junior School Sport.
 12. Any other duties as directed by Head of Sport.

B. SPECIFIC INFORMATION

Hours

1. Person A 8.00am-4.15pm with 40 minutes lunch
2. Person B 9.45am-6.00pm with 40 minutes lunch (Sports Centre role)
3. Person C 8.30am-4.45pm with 40 minutes lunch

Conditions

Award: Independent Schools ACT MEA 2012-2016
 Salary: Classification is School Assistant Level 3 Step 1

A special note about the terms of employment:

Sports Administrators are paid an annual salary but get the same holidays as teachers, in lieu of the after hours/weekend work during term time or any school sporting holiday commitments. The Award states 38 hours per week for 48 weeks per year and the salary covers that situation. Yet the actual weeks worked will be essentially term time only. Sports Administrators receive 14 weeks of release time, which includes 4 weeks holiday as per the Award. Hence 10 weeks of release time x 5 days = 50 days. These 50 days are to be reallocated to weekend and/or nights during term time and/or holiday duties for the allocated sports. As there are only 38 term weeks, this is the equivalent of 1.3 days per term week for sports requirements out of normal working hours. This situation highlights the need for flexibility and initiative for each Sports Administrator.

Other conditions are as for Independent Schools ACT MEA 2012-2016. Superannuation is at the 9% level for the first 2 years (12% after 2 years).

For further details, please contact Mr Peter Haynes, phone 02 6162 6266 or email peter.haynes@radford.act.edu.au.

C. PRIVACY GUIDELINES

1. In applying for this position applicants will provide Radford College with personal information. We can be contacted:
 - by mail at College Street, Bruce ACT 2617
 - email jocelyn.martin@radford.act.edu.au
 - by telephone on (02) 6162 6213
2. If applicants provide personal information, for example name and address or information contained on resumes, the College will collect the information in order to assess the application.
3. Applicants agree that the College may store this information for three months.
4. Applicants may seek access to the personal information held by the College if unsuccessful in obtaining a position. However, access may be denied if for example access would have an unreasonable impact on the privacy of others.
5. The College will not disclose this information to a third party without the applicant's consent.
6. If applicants provide the personal information of others, they will be encouraged to inform them that they are disclosing this information to the College and why; that they can access this information if they wish; that the College does not usually disclose information to third parties; and that the College may store this information for three months.

D. CHILD PROTECTION

The successful applicants who are offered the positions will be subject to employment screening processes with the NSW Commission for Children and Young People and be required to make a formal child protection statement.

E. INFORMATION ABOUT THE COLLEGE

Review the college web site www.radford.act.edu.au for further details.

F. SELECTION CRITERIA

There is deliberately no set and narrow selection criteria provided. It is recommended that you use this website information, the information contained in the College website and your own initiative to present a curriculum vitae that reflects you, your career to date and your priorities.

Guidelines for the application are:

- a) Applications should not be more than 10 A4 pages.
- b) Applications must be provided unbound on loose leaf paper. Please do not use any staples, display books or folders to enclose your application. They may also be sent electronically and all applications will be acknowledged.
- c) Applications should have a covering letter of not more than 2 pages, which includes a statement in support of your candidacy.
- d) Applications also need to include the following information:
 - Personal details (a photograph is optional)
 - Qualifications (please include the date of each qualification and the name of the institution awarding the qualification)
 - Current position
 - A concise summary of your employment history (beginning with the most recent position)
 - Extra curricular sporting involvement or interests
 - Names, positions and contact details for three (3) referees
- e) Applications close on Friday 10 February and should be addressed to:
The Business Manager
Radford College
College Street
BRUCE ACT 2617
or email to: jocelyn.martin@radford.act.edu.au