



POSITION DESCRIPTION

<i>Position name</i>	Administrator - Sport
<i>Classification</i>	Grade 3
<i>Engagement</i>	Fixed term, part time – 25 hours per week/42 weeks per year
<i>Line Manager</i>	Director of Sport
<i>Key Relationships</i>	<ul style="list-style-type: none">• Assistant Director of Sport• Heads of Sport• Sport Coaches

Our Mission:

Scotch College Adelaide is an ambitious and aspirational independent coeducational ELC – 12 College that exists to know, nurture and challenge all within its community.

We value courage, integrity, inclusivity and an unwavering focus on tomorrow in all that we do to prioritise extraordinary outcomes for the diverse student population entrusted to us. A Scotch education is grounded in a sophisticated understanding of ourselves and others; and it is our wellbeing promise that underpins our learning, character, co- curricular and service programs from ELC to Year 12.

Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Position Objective:

The Administrator – Sports provides high-quality administrative and logistical support to the Head of Sport and Assistant Head of Sport to ensure the smooth coordination and delivery of the College’s sporting program. This role plays a key part in enabling student participation, supporting coaches, and contributing to the success of school sporting events and activities.

Position Overview:

The Administrator - Sport is responsible for assisting with the day-to-day administration and operations of the College’s co-curricular sport program. Working closely with the Head and Assistant Head of Sport, the role supports a wide range of tasks including fixture coordination, communication with families and coaches, transport and venue bookings, equipment logistics, and event preparation. The position requires strong organisational skills, attention to detail, and a proactive, team-oriented approach to supporting a vibrant and inclusive school sporting culture.

Key Responsibility Areas:

1. Program Coordination and Support

- Assist with the coordination and scheduling of training sessions, fixtures, and events across all sports
- Communicate with opposition schools to ensure the accuracy of all fixture

- Liaise with internal stakeholders (e.g. students, staff, coaches) to communicate timetables, changes, and requirements
- Support the Head and Assistant Head of Sport in organising inter-school competitions and carnivals
- Ensure accurate team lists and draws are maintained and distributed in a timely manner.

2. Communication and liaison

- Act as a point of contact for students, parents, and coaches regarding sporting information and updates
- Follow up student absence from training and games
- Communicate with teacher regarding student absences or early departure from class for sporting events and games
- Prepare and distribute communications
- Respond to enquiries and provide general support to the sporting community.

3. Logistics and Resource Management

- Coordinate venue bookings and transport arrangements for training and competition
- Assist in the preparation and distribution of sports equipment
- Monitor inventory and flag equipment maintenance or replenishment needs.

4. Data and Record Management

- Maintain accurate records of student participation, team selections, results
- Assist in the preparation of reports, team lists, and presentations
- Support the administration of online platforms (e.g. sporting portals, team management apps).

5. Compliance and Risk Management

- Support the completion and filing of risk assessments and attendance records for sporting activities
- Follow appropriate protocols for incidents, injuries, or emergencies during sporting events.

6. Event Support and Coordination

- Provide administrative and logistical support for sporting events
- Assist with the organisation of sporting dinners, presentation evenings, or celebration events
- Support venue set-up and pack-down as required for on-site sporting events.

7. General Administrative Support

- Provide general office support to the Sports Department, including filing, printing, and correspondence
- Assist with calendar management, meeting preparation, and minute-taking if required
- Contribute to continuous improvement efforts within the sporting program's operations.

8. Work Health Safety and Wellbeing

- Take reasonable care of and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable
- Read and adhere to all Scotch WHS guidelines and policies.

Key Selection Criteria: Qualifications, Experience, Knowledge and Personal Attributes

Qualifications & Certifications

- A relevant qualification in business administration, sport management, event coordination, or a related field is desirable but not essential
- Attainment and maintenance of a valid Working with Children Check (WWCC)
- Attainment and maintenance of the 'Responding to Risk of Harm, Abuse and Neglect – Education and Care' (RRHAN-EC) certification at the Masterclass level
- Attainment and maintenance of the 'HLTAID012 Provide First Aid in an Education and Care Setting' First Aid certification

Experience and knowledge

- Previous experience in an administrative, coordination, or support role—ideally within a school, sport, or community setting
- Familiarity with the structure and operation of school-based sporting programs, including seasonal sports, fixtures, and carnivals
- Demonstrated ability to coordinate logistics such as transport, equipment, and venue bookings
- Strong working knowledge of Microsoft Office Suite (Word, Excel, Outlook) and confidence using online platforms or databases
- Understanding of child safety, duty of care, and risk management considerations relevant to student sport and knowledge of compliance requirements for school sport (e.g. Working with Children Checks, first aid, or supervision protocols) is desirable
- Experience working in a fast-paced environment with competing priorities and frequent interruptions
- Confidence in engaging with a diverse range of stakeholders, including students, parents, coaches, and external providers
- A passion for sport is essential. Prior involvement in school or community sport (as a participant, coach, volunteer, or organiser) is advantageous.

Personal attributes

- Organised, with exceptional attention to details and the ability to manage multiple tasks and deadlines effectively
- Proactive and self-motivated, with a strong sense of initiative and follow-through
- Flexible and adaptable, able to respond calmly and professionally to changing circumstances or last-minute adjustments
- Highly relational, with strong interpersonal skills and the ability to build positive working relationships with students, staff, coaches, and families
- Strong communicator, with clear and professional verbal and written communication skills
- Team-oriented, with a collaborative mindset and a willingness to support colleagues and contribute to a positive team culture
- Solutions-focused, with the ability to identify practical approaches to administrative and logistical challenges
- Reliable and accountable, demonstrating integrity and responsibility in all aspects of the role
- Positive and enthusiastic, with a genuine interest in sport and student engagement
- Discreet and trustworthy, maintaining confidentiality when handling student or staff information

Conditions of Employment:

- Must be eligible to work in Australia
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Position is employed under the terms and conditions of the College's Enterprise Agreement

- All staff are responsible for ensuring that the data they collect, access or retain is done so within the requirements of the College Privacy Policy

Finally

No position description can capture the complexity of tasks within a College. Therefore, this position description should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not described above, that may be given to this position from time-to-time. All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

This role may require reasonable out of hours work. Scotch College respects employee's right to disconnect and will communicate with the incumbent regarding when out of hours work is anticipated and discuss reasonable ways to minimize disruption to personal life.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.