

St Francis de Sales College

SPORTS AND EVENTS MANAGEMENT ASSISTANT ESO

Position Information Document



St Francis de Sales
COLLEGE

Stream	Resources	<input type="checkbox"/>	Admin & Finance	<input checked="" type="checkbox"/>			
	Curriculum	<input type="checkbox"/>	Boarding House	<input type="checkbox"/>			
	Early Childhood	<input type="checkbox"/>	Services	<input type="checkbox"/>			
	Other Professionals	<input type="checkbox"/>					
Permanent	<input type="checkbox"/>	Replacement	<input type="checkbox"/>	Temporary	<input checked="" type="checkbox"/>	Casual	<input type="checkbox"/>
Grade: 3							
Hours worked per fortnight: 75 hrs / Weeks worked: 42 = 0.88 FTE							
Commencing: As soon as possible – by agreement							
Employment Category: 2 Year Fixed Term Contract							

At St Francis de Sales College we aim to provide opportunities for the growth and development of all of our community members so they may 'be who they are and be that well.' We strive to inspire all to develop a love of learning and enable them to reach their full potential by living, through a Catholic lens, the College's seven Heart Values of *Faith; Perseverance; Compassion; Integrity; Respect; Wisdom and Justice*. This is the foundation and the essence upon which this role is based.

'Be who you are and be that well'

KEY WORKING RELATIONSHIPS

- College Principal (or delegate) and Business Manager
- College HPE Learning Area Specialist and staff
- Contractors and external providers
- College Teaching and non-teaching staff
- Parents/caregivers, students, and other members of the school community

KEY AREAS OF WORK

The Sports and Events Management Assistant is responsible for the timely and efficient preparation of administrative tasks associated with supporting the College's HPE Learning Area Specialist and PE team over all aspects of their day-to-day operation.

In addition, they will be responsible for the management, of all events attached to our sporting activities throughout the school year.



St Francis de Sales College is a R-12 Catholic Co-educational College in the Adelaide Hills

FAITH | PERSEVERANCE | COMPASSION | INTEGRITY | RESPECT | WISDOM | JUSTICE

More detailed analysis of the scope of works to be undertaken is provide in the Duty Statement below.

PERFORMANCE REVIEWS

An annual Performance Review will be undertaken with the Business Manager and active participation is expected.

DUTY STATEMENT

General administration duties include, but are not limited to:

- Liaise with School Sport SA, other schools, Daily Org, Sports Centre Manager, YLLs, Property Maintenance, etc. to coordinate Interschool Events and Sports Clinics.
- Communicate event details to relevant staff.
- Organise uniform and equipment for interschool events – ensure all returned, cleaned (liaise with Food Tech) and put away.
- Order sports equipment and organise Sports Storeroom.
- Set up Sports Centre for trainings and matches (goal posts, nets, score boxes, etc).
- Organise staff to manage/coach teams.
- Organise volunteers, etc. for umpiring, etc.
- Organise Consent2Go requirements for sports teams – include bus bookings and risk assessments.
- Nominate teams to relevant organizations (School Sport SA, SAPSASA, Volleyball SA, etc).
- Organise teams for Interschool Athletics (JS and SS), Swimming and Cross Country.
- Coordinate the Annual Lightning Carnival.
- Organise R-6 and 7-12 Sports Days and 3-6 Swimming Carnival (staffing, scoring, volunteers, duties, grounds, equipment, etc).
- Communicate information about SAPSASA/State Trials (SEQTA notices/SeeSaw).
- Organise/coordinate After-School Sport (E.g. Auskick).
- Organise photos and articles for media communication (Link-Up, FaceBook, etc).

PERSON SPECIFICATIONS

Education and Qualifications

- A relevant tertiary qualification (e.g. Business Administration) is desirable.
- Current drivers' licence.

Personal skills, abilities and aptitude

- Willingness to uphold, demonstrate and contribute to the culture and Catholic ethos of the College.
- Able to maintain confidentiality of commercially and personally sensitive information.
- A strong commitment to customer service and helping people.
- Excellent interpersonal and (written and oral) communication skill.
- Experience working with students.
- Proven ability to gain the confidence, cooperation, and support of people from a range of backgrounds.
- Sound negotiating skills.
- Strong organisational
- Energetic, reliable and self-motivated, able to initiate actions and work effectively with minimal direction.
- Capacity to think laterally and conceive and implement new ideas and opportunities.

- Able to resolve potential conflict situations in a timely and professional manner.
- Flexible and willing to initiate change, respond to and adapt to changing situations and environments.
- An eye for detail and very high expectations and standards regarding quality service delivery and cleanliness.

SPECIFIC REQUIREMENTS

- First Aid Certificate in an Education and Care Setting.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

WORK HEALTH & SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety.
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 28 – SA WHS Act 2012.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.