



# Position Vacant

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Heritage College Lake Macquarie is seeking to appoint a Sports Administration Assistant commencing Term 4 2022.



"Working Together for Good"

# Sports Administration Assistant

## Commencing Term 4, 2022

Heritage College Lake Macquarie (HCLM) is an independent, co-educational K - 12 Christian school located in the growing Lake Macquarie area. The school is committed to preparing every child to meet the challenges of a changing world with courage and confidence. The key to unlocking this potential is providing a program of holistic education focused on developing the Spiritual, Physical, Intellectual and Emotional dimensions that characterise a balanced and purpose-driven life.

An exciting opportunity exists for a highly motivated Sports Administration Assistant. This important role requires a pleasant and welcoming nature, good communication and organisational skills with attention to detail and a passion for all things Sport.

The ideal candidate will demonstrate a personal faith and commitment to the Lord Jesus Christ and a lifestyle consistent with that faith. They will present strong interpersonal skills that values relationships and a desire to make a difference in the lives of students.

The position is a full time or part-time position.

### **RESPONSIBILITIES:**

- Support the school to promote sport education and the school's sport program
- Co-ordinate and liaise with PDHPE teachers
- Maintain sports equipment inventory to meet requirements
- Co-ordinate the servicing and maintenance of sports gear
- Liaise with suppliers regarding the purchase of equipment and resources
- Keep sport storerooms organised and tidy
- Maintain forms / documentation to support the running of the PDHPE program
- Assist PDHPE students with lessons and timetabling
- Assist with co-ordination for Clubs and Sporting Events
- Assist in organising before school and after school Sporting Clubs
- Assist in organising Carnivals, Gala Days and Sporting Competitions

### **SKILLS / QUALITIES (KEY SELECTION CRITERIA):**

- Self-directed, motivated and creative with a desire for excellence
- Well organised and accurate with attention to detail
- Willing to adopt or implement new systems and processes
- Ability to work autonomously, prioritise and meet deadlines
- Ability to actively engage in collaborative teams to build collegial partnerships
- Strong interpersonal skills (able to effectively liaise with parents, staff and students)
- Maintain confidentiality of student and program information
- Have excellent written and oral communication skills

- Issue effective communications / messages to parents, staff and students
- Strong IT skills, including gmail, desktop publishing, data entry, spread sheets
- Able to draft and format documentation (forms, procedures, handbooks)
- Read, interpret and consistently apply school policy and procedures

The successful applicant will also have a warm and welcoming disposition, excellent interpersonal and communication skills, and a demonstrated ability for self-directed work, flexibility, creativity and attention to detail.

**REQUIREMENTS FOR WORK:**

- All applicants must demonstrate positive support for the College's Christian values.
- All applicants must have a valid Working With Children Check (WWCC).

**APPLICATION:**

Should you wish to apply for the position please email your resume to [applications@heritage.edu.au](mailto:applications@heritage.edu.au) by Friday, October 28th 2022.