



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position
Sports Administrator

Reporting to
Director of Sport

Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield and is coeducational with 650 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,200 boys - day students and boarders.

Wadhurst is Melbourne Grammar School's purpose-built middle school learning community for boys in Years 7 and 8. Wadhurst specialises in educating 12 to 14 year olds by addressing the transition from childhood to adolescence. The School is located at our South Yarra campus and is attended by approximately 400 day boys and boarders.

Purpose of the Role

The Sports Administrator provides administrative support to the Director of Sport, and the Heads of Sport at each school campus to ensure that the School effectively participates within the APS competition across all sports. The Sports Administrator leads and implements administrative initiatives, systems and processes that improve the overall delivery of the sports program to students.

This is a full time, term time position working 42 weeks a year.

Key Relationships/Contacts

Deputy Headmaster/Head of Senior School	Director of Sport
APS Office	Heads of Sport – Senior School, Wadhurst and Grimwade House
Director of Football, Rowing, Cricket, Soccer, Futsal	Head of Health and Physical Education
Staff Members in Charge (SMICs)	Sports Coaches and contractors
Teachers-in-charge of individual sports	Grounds Manager
Human Resources	Property Manager
Head of House	Finance Department
APS School Administrators	Coaching and Operations Administrator

Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Ensure that administrative functions required to support the sports program are attended to in an accurate and timely fashion including:

- Finalisation and publication of fixtures and team lists, including any changes thereto – including the confirmation of team entries on the APS system, and confirmation of fixtures as necessary with other APS schools.
- Organizing training times and locations in consultation with SMICs and Head of Sport
- Booking external venues as required
- Booking bus transportation
- Attendance at training sessions and competitions
- Calling for, and collating student preferences for sports allocation, and referring these to the SMIC and Heads of Sport
- Uploading weekly match reports onto the School's portal
- Collating and uploading match results to the APS system
- Maintaining sports records to enable preparation of certificates and prizes, ensuring the relevant information is loaded into the School's database system.



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- Liaise with the APS regarding all aspects of sports administration
- Assist with the organization and booking of umpires, referees and First Aid officers for MGS matches
- Implement the Clipboard Management system by providing support to the Coaching Administrator, SMICs and coaches, including day to day management such as the allocation of training schedules and coaches to teams
- Assist with the planning, organization and enact the running of inter-House sport fixtured with support from Heads of Sport
- Assist with and present the Coaching Induction Program for sport staff
- Update all Senior School sporting records annually
- Attend sport meetings
- Assist in the collation of end of season sport reports
- Collate, print and distribute colours form and team awards
- Provide appropriate student medical, contact information to sport coaches (as per school guidelines)
- Contribute to producing coaching manuals and sport information booklets
- Contribute to producing sport newsletters, posters and programs as required
- Assist with the maintenance of sport website pages and noticeboards
- Other duties, as directed by the Director of Sport.

Key Selection Criteria

- General knowledge of sport and the administrative aspects of running sporting competitions
- High level of organization, with outstanding accuracy with record keeping and data management
- Competency and prior experience in the use of Microsoft Excel, Outlook, the Adobe suite, and Word
- Demonstrated attention to detail
- Demonstrate ability to maintain confidentiality and use discretion
- Sound interpersonal and communication skills including the ability to build trusting and effective relationships with staff and external parties
- Willingness to work collaboratively as part of a team
- Capacity to openly receive feedback and embrace professional learning
- Commitment to, and understanding of, the values and ethos of Melbourne Grammar School
- Must hold, or be willing to obtain, a current Employee Working with Children Clearance

Commitment to Child Safety

Melbourne Grammar School is committed to promoting and protecting the safety and wellbeing of all children and students within the School Environment. The School has no tolerance for child abuse and harm to children and students and takes proactive steps to identify and manage the risks of harm to students.

Particular attention is given to the child safety needs of Aboriginal and Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with a disability, those unable to live at home, international students, and children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+).

Melbourne Grammar adheres to robust human resources practices, in the recruitment, selection and screening of candidates, to ensure that individuals working with children are suitable. The school aims to identify and recruit the best and most suitable candidates who share the School's values and commitment to protect children and students.

All staff are responsible for understanding and applying Melbourne Grammar Schools Child Safety policies and procedures, upholding the overarching principles and values set out by the School and take all reasonable steps to promote and protect the safety of children and students.

All teaching staff are required to have a valid Victorian Institute of Teaching registration, or where appropriate, permission of the Institute to teach.



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Risk Management, Occupational Health and Safety

Melbourne Grammar School is committed to providing a safe work and learning environment that supports the health, safety and wellbeing of students, staff, contractors, volunteers and our community.

Staff have a responsibility to:

- Familiarise and adhere to the Schools practices and procedures in accordance with Melbourne Grammar's OH&S Policy and Risk Management procedures
- Co-operate with the School's efforts to comply with its legal obligations under Victorian OH&S legislation.
- Perform duties in a safe manner without risk to health and safety, adhering to the Schools system for reporting OH&S incidents and hazards
- Take reasonable care for the health and safety of self and others, including those under your supervision

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent depending on the operational needs and requirements of the School.