



MELBOURNE
GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Job Description

Position

Sports Office 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 Sports Office, working closely with the Director of Sport and Heads of Sport at each school campus to ensure the Schools effective participation in the APS competition across all sports.

The Sports Administrator is the point of contact for coaches regarding fixtures in consultation with SMICs. This position leads and implements administrative initiatives, systems and processes that improve the overall delivery of the sports program to students.

This position also incorporates duties as Staff Member in Charge, responsible for assisting in the delivery of the Sport program across Years 7 – 12, overseeing the programs for a Summer, Winter and Spring Sport.

This is a full time, term time position working 42 weeks a year. This position will be required to work Saturday mornings (7 am – 11 am) during Summer and Winter APS Seasons.

Key Relationships/Contacts

Deputy Headmaster/Head of Senior School	Director of Sport
APS Office Staff	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
Team Managers	Grounds Manager
Human Resources	Property Manager
Head of House	Finance Department
Coaching and Operations Administrator	Contactors

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.

Administration

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

- Serve as the main contact for sport enquiries and APS office liaison and update communication platforms on game days
- Manage Saturday morning communications with the MGS community regarding weather, cancellations, and APS rounds and update fixtures accordingly.



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- Assist in the administration of timesheets and attendance for Casual Sports Staff
- Assist with sport selections for Years 5–12 and maintain accurate team records
- Liaise with SMICs and coaches to manage student attendance, uniforms, equipment, and medical kits.
- Maintain school sports records and ensure student participation is accurately logged, including management of consent documentation
- Maintain and update compliance records for Sports Coaches, such as Working with Children Check information
- Maintain weekly communication with SMICs and staff regarding student team placements and ensure compliance with return-to-play protocols, including First Aid and Coaching qualifications in consultation with Human Resources.
- Maintain accurate records of coaching staff changes and update data accordingly
- Manage contractor engagements in consultation with the Risk Manager
- Manage incident reporting and liaise with Students, Health Centre, Heads of House, and coaches regarding student injuries
- Assist Director of Sport with ensuring that the School's risk and compliance policy guidelines for Sport are communicated and implemented
- Coordinate special fixtures including Reconciliation Round, Pride Round, and sport-specific events.
- Assist with House Activities and Carnivals, including logistics and providing event support.
- Conduct equipment audits, manage storage, and assist with ordering and equipment maintenance in consultation with SMICs
- Source officials for weekly competitions.
- Organise and manage team photos and event photography during and after seasons.
- Act as a point-of-contact for bus departures for training and games, ensuring student safety and staff supervision.
- Support Director of Sport and SMICs with program evaluation through surveys and feedback.
- Other duties, as directed by the Director of Sport.

Staff Member in Charge (SMIC)

Fixturing and Teams

- Determining in conjunction with the Sports Administrator, Head of Senior School Sport, Head of Wadhurst Sport the number of teams in a competition based on numbers.
- Determine transport requirements for training and matches with the Sports Administrator.
- Assist with arrangement / confirmation of umpires / officials

Coaching/Training

- With the support of the Sport Department, source and allocate coaches.
- Determine training times and venues in consultation with the Department
- Organise training and match day equipment for each team, including purchase and replacement of equipment.
- Monitor equipment – loss and/or damage
- Include relevant risk management and appropriate safety information
- Attend and oversee trainings and matches
- Follow up on absentees from trainings with Head of Sport and Heads of House

Preseason

- Liaise with Sports Department and First team coaches about schedule and requirements
- Organise venues/ equipment for training sessions
- Organise notifications with parents, students, staff and coaches
- Organise First team trials and selection process

Matches

- Liaise with coaches and staff about team selections
- Oversee team meetings
- Ensure that teams are published each week
- Be a visible support and presence at training and match days
- Attend 1st team games



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- Collate results from coaches each week for the Sports Administrator
- Collate match day reports and proof read in preparation for weekly newsletter
- Report incidents or concerns from matches to Director of Sport and Head of Sport
- Assist with arrangements for catering

Sport Program

- Arrange coach education sessions in conjunction with Director of Sport and Head of Sport
- Assist with management of season launch, end of season awards and yearly events.
- Manage team photos and end of season reports for all teams.

Parent Communication

- Provide parents with a season overview and attend parent support group meetings where appropriate
- Be a point of contact for concerns from parents
- Assist with management of students with other MGS and community commitments

Camps/Tours

- Prepare and submit relevant School documentation required for camps and tours
- Prepare risk management plans, in consultation with the Risk Manager
- Liaise with Coaches regarding camp requirements
- Manage the organisation of sport camps

Budget Management

- Liaise with Director of Sport in determining yearly budget
- Monitor all expenditure, including purchasing any matchday requirements

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
- Proficient in using software platforms and/or databases
- Demonstrated attention to detail
- 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.



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

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.