



<b>Employee:</b>	_____
<b>Job title / description:</b>	Sports Administration
<b>Terms of Employment:</b>	Support Staff Collective Agreement
<b>Responsible to:</b>	Principal / designated teacher
<b>Working relationships:</b>	Principal, classroom teachers, parents, caregivers and outside providers
<b>Hourly Rate:</b>	Living Wage
<b>Hours:</b>	As and when required

## OVERALL EXPECTATION

To fulfil the requirements outlined in the Key Tasks in a way that reflects the school's Special Character

## KEY TASKS:

## GENERAL

### SPECIAL CHARACTER

- Be a role model of Special Character, in and outside the school community
- Actively seek ways to be part of and promote the special character of the school, authentically integrating faith and Christian living into all aspects of school life (Deuteronomy 6:6-8)
- Receive training in Special Character when required by principal

### GENERAL SCHOOL LIFE

- Support the Special Character, goals, objectives, and policies of the school
- Take part in appropriate professional development programmes
- Be part of the school appraisal system, undergoing annual assessment against the Special Character and Professional Standards
- Contribute to the wider life of the school
- Maintain confidentiality at all times
- Follow organisational practices of the school, for example, in relation to behaviour management/punctuality/absenteeism
- Share reasonably in tasks such as cleaning work spaces or dishes

## SPORTS ADMINISTRATION ASSISTANT

### COMMUNICATION

- Support the teacher in charge of Sports Admin
- Liaise with teaching staff, and school cluster group for the preparation and implementation of sports activities