**Mission Heights Junior College**

**Sports Assistant**

**Job Description**

**Name:**

**Position:**  **Sport Assistant**

**Tenure:** Fixed Term Full Time

**Starting Grade:** Admin Grade A, Step 1 $16.61 per hour as per the Support Staff in Schools Collective Agreement

**Direct Report to** : Sport Co-ordinator

**Responsible to:**  The Principal through the Senior Leader with responsibility for the Sport Portfolio

At Mission Heights Junior College we want to ensure that students have every opportunity to participate and succeed in a wide range of sporting activities to the greatest extent possible. This role will support that aim.

Key Tasks:

* Ensure that all MHJC sport entries are completed accurately and on time and that entries are made in accordance with school policy and procedures, including those regarding payment of fees.
* Liaise and develop positive working relationships with outside sporting bodies and agencies at the direction of the Sport Co-ordinator.
* Ensure that the Sport Co-ordinator is kept informed of all information relating to sporting opportunities for students and that these opportunities are then advertised to students as appropriate.
* Accurately and promptly maintain data, records and documentation relating to sport.
* On line ordering of sport resources, equipment, supplies at the direction of Sport Co-ordinator
* With the Sport Co-ordinator, ensure that sport equipment, including uniforms, are maintained in good condition and accounted for.
* Data entry and updating of student achievement records as required
* Collection of entry fees, permission slips etc as directed.
* Organising transport arrangements at the direction of Sport Co-ordinator
* Occasional Teacher Aide supervision and support with sports teams representing MHJC, as required.
* Other administrative duties as required to assist the Sport Co-ordinator
* Manage or coach key code/s as required

Signed..............................................Date. Signed.................................................Date