



Sacred Heart College

AUCKLAND

Sports Administrator

Sacred Heart College is seeking to appoint a permanent, part-time Sports Administrator. Your strong organisational skills, flexible approach and high-level of administration skills will ensure the smooth running of various sporting codes and providing support to the Director of Sport.

Key responsibilities as a Sports Administrator include:

- Administration support for Director/Head of Codes/Coaches/TIC's
- Entry and management of sports/teams in the student management system
- Communication with Coaches/Managers/Heads of Code/TIC
- Assisting the Communications team with any social media platforms and website updates
- Administration tasks for the Sports Institute
- Assisting the Director of Sport with co-ordinating and administering annual Sporting Fixtures and Events
- Supporting the Director of Sport with entries for YSPOTY and other awards
- Other duties as requested by the Director of Sport

We require someone with the following key skills & experience:

- Excellent time management skills
- Good communication skills both written and verbal
- Ability to think creatively and problem solve
- Demonstrates a high level of working knowledge of PC application skills including Microsoft Applications (Word, Excel, PowerPoint, Outlook), Google Workspace, Adobe Acrobat
- Attention to detail
- Proven ability to demonstrate confidentiality, discretion and diplomacy in sensitive situations

Commencement date asap or to be negotiated. This is a part-time role, 20 hours per week, days to be negotiated. Term time only. An understanding of the Special Character of the College is essential.

Applications close: 26th April 2024

Please email a letter of application and a copy of your CV to: Melanie Inglis, Manager of Recruitment/HR on recruitment@sacredheart.school.nz. In the subject line please specify the position you are applying for.