



## Job and Person

# Specifications

### DETAILS

Position Title:	Student Services Officer – Sport and HPE
Sub School:	Administration
Line Manager:	Business Director
Reports to:	Business Manager
Tenure:	Permanent, 3 Days per week, 40 weeks per year
Commencement Date:	January 2025

Tatachilla Lutheran College acknowledges that this school is built on the Traditional Country of the Kurna people. We pay our respects to Elders, past, present, and emerging. We recognise and respect their cultural heritage, beliefs, and relationship with the Land.

### DIMENSIONS OF POSITION

The Student Services Officer – Sport and HPE will work efficiently and independently; exercising a high degree of judgement and initiative in determining the approach/action to coordinate and priorities tasks in the area of sport.

### POSITION OBJECTIVES

The Student Services Officer – Sport and HPE will:

- (a) assist the Principal in fulfilling the aims and purposes of Tatachilla Lutheran College, supporting the philosophy and ethos of the College; and
- b) accept the delegated responsibility and authority vested by the Principal and assume the role of providing administrative support to College sports events.

### ACCOUNTABILITY

The position is accountable to the Business Director and reports to the Business Manager.

### JOB DESCRIPTION

The following responsibilities and accountabilities will be undertaken by the Student Services Officer – Sport and HPE:

Summary of tasks (but not limited to):

1. Work closely with the Sports Coordinator to support all aspects of school sport;
2. Order and maintain match and training equipment, uniforms, first aid kits, trophies and ribbons;
3. Communicate with other schools and College coaches to organise SAPSASA and SSSA sports events;



4. Coordinate application forms, permission forms and risk management forms for outgoing sport excursions;
5. Manage the Gym and Oval lunchtime bookings;
6. Source coaches, umpires and volunteers required for sports events;
7. Organise with finance the payment of outsourced umpires when required and paying affiliation and SAPSASA/SSSA fees;
8. Prepare equipment and uniforms for Sports Teams;
9. Work with Coaches and Sports Coordinator to assist with the smooth running of sports and lunchtime training;
10. Assist in the planning and delivery of major school sporting events including Sports Day and Cross Country;
11. Assist the Sports Coordinator in the planning of Standards Day and pre sports day events;
12. Oversee Gym Kitchen and Gym Lost Property;
13. Enter applications of teams into competition and results of events to SAPSASA and SSSA;
14. Perform other related duties as needed.

## **KNOWLEDGE & ABILITIES**

### **Knowledge of**

- SAPSASA and SSSA sports events.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Booking management, catering and sport coordination.

### **Ability to**

- Establish and maintain effective working relationships with a diversity of groups and individuals.
- Exercise tact, diplomacy, confidentiality and independent judgement.
- Plan and organise work so that timelines are met.
- Perform work independently, both with and without direction.
- Analyse situations accurately and adopt an effective course of action.

## **PERSON SKILLS**

- Excellent personal and office organisation skills.
- Experience of developing and implementing effective administrative systems in a busy environment.
- Excellent communication skills to liaise with various stakeholders, School teams, staff and students.



### Personal Style and Behaviour

- Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.
- Self-motivation and personal drive to complete tasks to required timescales and quality standards.
- The flexibility to adapt to changing workload demands and new organisational challenges.
- Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of service users.
- Personal commitment to continuous self development and improvement.

### WORK ENVIRONMENT

An important point to consider is that while performing the duties of this high volume position the work station is one that subjects you to constant interruption being in direct contact with the public, students and employees. Multiple interactions resulting from these contacts can result in stressful situations whilst attempting to complete deadlines.

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

### PERFORMANCE MANAGEMENT

In relation to setting goals and managing performance, Key Performance Indicators (KPI's) are mapped against the position description so that performance can be measured and acknowledged.

ADMINISTRATION	
Organisation	An efficient, organised approach to completing tasks that support sports events.
Administration	A high level of Administration and computer skills.
Communication	A high level of interpersonal relations is evidenced through daily interactions with staff, key stakeholders, students and parents.

## Selection Criteria

EDUCATIONAL/VOCATIONAL QUALIFICATIONS
<ul style="list-style-type: none"><li>• Evidence of prior experience in a similar position</li><li>• Working with Children Check (WWCC)</li><li>• RRHAN</li><li>• First Aid Certificate</li></ul>



### PERSONAL SKILLS, ABILITIES AND APTITUDE

- Demonstrated effective skills in administration and organisation
- Excellent communication and interpersonal skills.
- Ability to interpret and promote the culture of the College into the wider community.
- Evidence of active involvement in a Christian denomination and/or ability to support the Christian ethos of the College.
- Ability to analyse problems and formulate clear and effective solutions.
- Superior organisational ability, attention to detail and demonstrated self-motivation in setting goals, prioritising work and managing multiple tasks.

### KNOWLEDGE AND EXPERIENCE

- Relevant or related experience at a similar level.
- Considerable experience in Administration and Database Management.
- A high level of computer skills including Apple Mac software and Microsoft Office programs: Word and Excel.

### APPLICATION PROCESS

#### APPLICATIONS WITH SUFFICIENT SKILLS AND EXPERIENCE ARE REQUIRED TO:

1. Write a covering letter of up to two pages, addressing the selection criteria;
2. Include a curriculum vitae; and
3. List three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Director of People and Culture, Tatachilla Lutheran College and sent electronically to [jobs@tatachilla.sa.edu.au](mailto:jobs@tatachilla.sa.edu.au).

Applications close on **4pm, Friday 6 December 2024**.