

THE ROLE



Sports Administration Assistant (0.6FTE)

Position Title	Sports Administration Assistant
Level	Instructional Services – Level dependent on experience
Commencement Date	Immediate start
Hours	Temporary part time 0.6FTE Terms 3 and 4 2026, term time only

Thomas Hassall Anglican College is a vibrant P-12 independent College located with close access to the M5 and M7 in the growing southwest of Sydney. We are committed to challenging our students to look beyond boundaries and to use their gifts and talents to make a difference in the world. We are guided by our vision – Growing and Nurturing Excellence in Learning, Wisdom and Service.

The College is seeking to appoint a Sports Administration Assistant who is passionate about sport to support our sports programs across Prep to Year 12. The successful candidate will work with all staff to assist in the coordination, administration, implementation and promotion related to the Sports Program of the Junior and Senior School.

Key Selection Criteria

the successful applicant for the above position must be able to provide evidence to support the following criteria:

- Strong personal Christian faith and be a regular and practising member of a Bible-based Christian Church
- Flexibility and willingness to work collaboratively in teams
- Excellent administrative skills
- Demonstrable competency using software systems and web-based platforms
- Well-developed communication and inter-personal skills
- Strong attention to detail
- Excellent time management and organisational skills
- Positive, energetic, adaptable, flexible, enthusiastic and professional approach to work
- A passion for excellence in sport and outdoor recreation
- Strong relationships with sporting teams and organisations both within and outside of the College community

Applications should include (internal):

For internal applicants (THAC employees), please provide a document addressing the key selection criteria and email to employment@thac.nsw.edu.au.

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Applications should include (external):

- Cover application letter
- Completion of Employment Application form available on the College website - This should include the names, addresses and phone numbers of three confidential referees. One of these needs to be from a Christian Minister.
- Resume outlining experience relevant to the position
- Valid NSW Working with Children details (WWCC)

Thomas Hassall Anglican College is dedicated to maintaining a child-safe environment and is committed to the safety, welfare and wellbeing of all children and young people entrusted to our care. Our Child Safe Program includes A Child Safe Policy developed in alignment with the Child Safe Standards, background screening and reference checks. We have a zero-tolerance for child abuse and are committed to doing what we can to keep students safe from harm.

To apply, please complete an [Application Form](#) or visit our [website](#) for more information.

CLOSING DATE FOR APPLICATIONS: Monday 27 July 2026

**Please note applicants will be considered for interview upon receipt of application.
Appointments may be decided before the closing date.**

Any enquiries, please contact employment@thac.nsw.edu.au.

ROLE DESCRIPTION



Sports Administration Assistant (0.6FTE)

Primary Purpose:

The Sports Administration Assistant will work with all staff to assist in the coordination, administration, implementation and promotion related to the Sports Program of the Junior and Senior School.

Accountable to:

The Principal through the Deputy Principal

Directly reports to:

PDHPE Coordinator

Relates to:

1. PDHPE Coordinator
2. Junior School Sports Coordinator
3. Senior School Sports Coordinator
4. Sports Academy Leader & Sports Administrator
5. Sports Coaches

Major Responsibilities

The Sports Administration Assistant is responsible to the Principal through the PDHPE Coordinator for:

- General administration duties including ordering of office supplies and equipment, stocktaking, filing, photocopying, word processing, archiving, databases.
- Carry out the work required in regards to day to day administration of Sport. This will include responsibility for related administration.
- Work alongside the P-6 and 7-12 Sport Coordinators to assist with the administration and management of the weekly sport and representative programs:
 - Packing of equipment for each sport group (roughly 20 different groups)
 - Manage the sport assistant roster for casual sport assistants
 - Keep rolls up to date each week for MISA, IPSSO, College Sport
 - If a teacher is away, pick up their roll from their desk and deliver it to covering teacher
 - Assist during sport time to ensure all is running smoothly
 - Ensure all equipment is returned and put back correctly
 - Distribute representative team uniforms as required and maintain inventory.
- Assist coaches in the Sports Academy, as directed by the Sports Academy Leader & Sports Administrator
- Assist with the running and organisation of annual Sporting events e.g. College Carnivals, House sporting events, Hassall Gift etc:
 - Program development
 - Meet manager data entries

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- Packing of equipment required for event
- Printing all paperwork e.g. Results sheets, programs, first aid register
- Setting up at venue or at college e.g. volleyball courts/oval
- Calculate points for yearly sports award database
- House Champions - keep database of points for House Cup from carnivals, competitions etc
- Assist with the Sports Presentation Assembly and Sports Awards:
 - Recognition Certificates
 - Trophies/medals
 - Slideshow
 - Catering
 - Award recipient communication
- Assist with the running of College Sport Gala Days:
 - Administration for all sporting events
 - Team planning - Google form to students, hold a trial and select team, notify team
 - Create co-curricular rolls in Edumate for each representative team
 - Give SRS award to students participating in sporting events
 - Managing/coaching of teams
 - Check permission status of students leading up to the event - inform sport coordinator of those who do not have permission
 - Print out all paperwork relating to the event - draws, day schedule, risk assessments, student lists, parent contact details, student medical details, permission status.
 - Oversee the distribution, collection and management of sports uniform for weekly sport and gala days. Maintain and manage uniform inventory and distribution for representative Gala Days
- Ensure that MISA representative uniforms and college sport bibs are washed on a weekly basis. Maintain and clean the Sports Trophy cabinet in the PECS foyer.
- Other duties and requirements at the request of the Principal.

The Sports Administration Assistant is expected to be present at:

- all relevant College events,
- all mandatory professional development activities
- all College sporting events as the PDHPE Coordinator requires
- designated playground duties, sports duties, assemblies, excursions, allocated committees and camps

This role description is underpinned by the College Policies, Procedures and Guidelines