



# THOMAS HASSALL ANGLICAN COLLEGE

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## SPORTS ASSISTANT

<b>Position Title</b>	Sports Assistant
<b>Level</b>	School Assistant – Level dependent on experience
<b>Commencement Date</b>	Start Term 1, 2021
<b>Hours</b>	Term time, Permanent

Thomas Hassall Anglican College is seeking to appoint a Sports 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. Our College is located in Middleton Grange with close access to the M5 and M7, the College is a vibrant Christian learning community with over 1750 students.

**Key Selection Criteria/Essential Criteria** - the successful applicant for the above position must be able to provide evidence to support the following criteria:

- 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; and
- Current NSW Working with Children's Check.
- A passion for excellence in Sport and Outdoor recreation
- Strong relationships sporting teams and organisations both within and outside of the College community.
- Strong personal Christian faith and be a regular and practising member of a Bible based Christian Church

### Preferred Qualifications

- Demonstrated experience in similar roles
- Certificate 3 or 4 in Fitness
- Coaching in a number of sports (preferable)
- Hold mini bus license to transport small group of students and coach to Gala Days
- First Aid Certificate



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A full job description is available on the College website under the employment tab.

Applications will only be considered if the relevant application form and Working With Children Check is completed and disclosed on your application.

A full job description is available on the College website under the employment tab.

The “Application for employment – Support staff” form and link to the relevant Working With Children Check can found under the “Employment” tab of our website, <https://www.thac.nsw.edu.au/content/employment> and must be completed to be considered for the position. Applicants should be committed Christian’s who are active members of their church.

## **Applications should include:**

- 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

## **CLOSING DATE FOR APPLICATIONS: Wednesday 11 November 2020**

Applicants will be considered for interview upon receipt of their application.

Please forward your application marked “Private and Confidential” to:

Mr Hugh Renshaw – Director of Staff Services  
Thomas Hassall Anglican College  
PO Box 150 Hoxton Park NSW 2171  
email: [employment@thac.nsw.edu.au](mailto:employment@thac.nsw.edu.au)  
website: [www.thac.nsw.edu.au](http://www.thac.nsw.edu.au)



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## ROLE DESCRIPTION – Sports Assistant

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### 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 including.

The major responsibilities outlined below are indicative of this role.

### Accountable to:

The Principal via Coordinator of PDHPE

**Directly Reports to:** Coordinator of PDHPE

### Relates to:

1. Coordinator of PDHPE
2. Junior School Sports/TAP Coordinator
3. Senior School Sports Coordinator
4. All Staff
5. Sports Coaches



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## Major Responsibilities

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

- Work alongside the P-6 and 7-12 Sport Coordinators to assist with the administration and management of the weekly sport and representative programs.
- Assist coaches in the Talented Athlete Programs, as directed by the TAP Coordinator
- Carry out tasks as requested by the P-6 and 7-12 Sport Coordinators and PDHPE Coordinator.
- Assist with the organising, developing and delivering a varied range of sporting activities, projects or programmes
- Assist with the running and organisation of annual Sporting events eg: College Carnival, Awards evening, House sports, etc.
- Assist on with the running of College Sport Gala Days – planning and preparation, managing/coaching of teams, driving bus etc.
- Assist with the resources and equipment- storage, maintenance and purchase of equipment
- Oversee the distribution, collection and management of sports equipment for weekly sport and gala days
- Assist with the set-up of courts or playing venues for representative games held at College
- Carry out the work required in regards to day to day administration of Sport. This will include responsibility for entry/maintenance of the student sports database, writing risk assessments, maintaining WWCC register, photocopying, meeting with students, preparation of permission notes, sports noticeboard, sports website information, assembly items, newsletter etc
- Assist with the scheduling of use of the Physical Education Centre and other sporting areas
- Supervision of PECS (PE Sports Complex) - student access and management of storeroom and equipment
- Ensure that MISA representative uniforms are laundered on a weekly basis
- Maintain and manage uniform inventory and distribution for representative Gala Days
- Assist with training Cross Country and Athletics reps who go to NASSA, AICES, CIS
- Maintain and clean the Sports Trophy cabinet in the PECS foyer
- Take photos at sporting events - for The Way (College Newsletter) and Facebook
- Assist with attending Duke of Ed etc, or camps are required
- Other duties and requirements at the request of the Principal

**The Sports Administration Assistant is expected to be present at:**

- all College sporting events as the Coordinator of PDHPE requires
- designated playground duties, sports duties, assemblies, excursions, allocated committees and camps

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