



Middleton Grange School

Administration Support – Sports Department

Job Description

CHARACTER EXCELLENCE SERVICE FOR THE GLORY OF GOD

Directly Accountable to Director of Sport

Functional Relationships:

- Principal
- Senior Leadership Team
- Teaching Staff
- Support Staff
- Students
- Parents / Caregivers

The purpose of this position is to support the smooth delivery of our school sports programme, including coordinating team entries, events, travel and communication, while building strong relationships with students, staff and the wider sports community to promote participation and achievement.

Support Staff

10 hours per week

Term Time Only, No Teacher Only Days unless at the discretion of your Line Manager

Covered by the most recent Support Staff in School's Collective Agreement – Grade 3, step dependent on experience.

Special Character

Key Indicators:

- Model Christian servanthood.
- Promote the Christian school and Christian education.
- Actively engaged in opportunities to enrich ability to teach in a Christian way.
- Develop strong relationships based on Christian principles with students, staff and other members of the School community.
- Integrate the School's Special Character with the New Zealand Curriculum.
- Implement initiatives which focus on the Special Character of Middleton Grange School

Responsibilities and Duties

Administration

- Coordinate team registrations / entries for sport competitions (local – i.e. Thu/Fri sport, through to National).
- Maintain accurate team lists on KAMAR database.
- Assist with organisation of Tournament Weeks, including travel and accommodation arrangements for teams.
- Assist with distribution of Sports Awards and certificates at assemblies and end of year celebrations.
- Maintain and update the school sports calendar.
- Co-ordinate Transport bookings (school vans, buses, parent transport) and communicate relevant charges to Teacher in Charge (TIC).

Communication

- Provide timely and accurate information to students and families about sports opportunities.
- Manage and distribute incoming correspondence.
- Regular communication of event details, draws and other important information via email and other platforms.
- Record and publish team and individual achievements through assemblies, newsletters, social media and other channels.
- Liaise closely with Heads of Primary, Middle School, and Senior College Sport to ensure consistent communication and establish continuity in sport delivery from Years 1 to 13.

Participation

- Promote School Sports Programme and encourage student participation.
- Support delivery of major sporting events (athletics, swimming sports, cross country).

Resource Management

- Maintain accurate inventory of gear and sports equipment.
- Ensure equipment is stored safely and in tidy useable condition.
- Manage repair, maintenance, replacement of gear.
- Ensure suitable storage areas are available for gear storage.

Training / Support

- Prepare and manage RAMS / SOPS documentation for all events, tournaments and competitions.
- Ensure Parent/students consent forms and online health profiles are completed and made available when required.

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Community Involvement

- Establish links and partnerships to access services or resources.
- Liaise with West Zone and Primary Sport Canterbury – all information passed on to other in-school key contacts.
- Support recruitment and coordination of volunteers for use within the school programme.
- Help connect students to community opportunities where school provision is limited.

Transport

- Where available, assist with transport to games and events. E.g. travelling sport, Wednesday sport, zone events.

Other tasks as agreed with Line Manager and possible within hours of work.

Skills and Experience

- Strong Administrative Skills
- Attention to detail
- Experience in event coordination is desirable
- Current Full Drivers Licence to transport teams when required.

Employee Acceptance of the above Job Description:

Employee Name: _____

Employee Signature: _____

Date: _____

May 2026