



## ROLE DESCRIPTION

### KNOX SPORTS AND AQUATICS ACADEMY (KSAA) OFFICE ADMINISTRATOR

#### ROLE PURPOSE

The KSAA Sports Administrator works as a member of the Knox Sports and Aquatics Academy and the broader School Administrative Support Staff Team, which is inspired at all times by the highest ideals of collaboration, co-operation, integrity and team-work. The function of the Administrative Support Team to deliver a broad range of services to support the School's educational and co-curricular mission. Within that context, the role of the KSAA Office Administrator provides support to the Head of the KSAA and other KSAA personnel by effectively coordinating a very busy office and performing a wide variety of complex administrative, and analytical tasks. The role requires a high degree of independence, initiative and ability to be proactive and anticipate the needs of the Head of the KSAA and the KSAA staff.

#### ROLE RESPONSIBILITIES

The KSAA Administrator is responsible to the Head of KSAA and ultimately to the Headmaster. The KSAA Administrator supports the effective day to day support of the KSAA team and the Director of Co-curricular, demonstrating quality leadership and role modelling desired behaviours, standards and outcomes. The role of the KSAA Administrator is to provide a single point of contact for students and parents in regards to all Sport matters at Knox Grammar School. This office engages all members of the Knox Grammar School Community with an inclusive, courteous and service-orientated disposition.

---

---

## ROLE ACCOUNTABILITY

### Operational:

- To record and monitor all absent, late and student movements within each sport.
- First point of contact for all enquiries for sport at Knox Grammar School by answering calls/emails from parents/students and following up in a timely and professional manner.
- To provide exceptional organisational and administrative support to the KSAA Office. This includes but is not limited to: sports tours, events, school functions and general sports tasks.
- To ensure appropriate systems and processes are developed and maintained to support effective and efficient day to day running of the KSAA office.
- Financial duties include but not limited to: purchasing and invoice management, KSAA casual staff payroll and general financial support for KSAA staff in regards to tours, camps and other sporting events.
- Liaise with Facilities Office Administrator for all facilities bookings
- Effective calendar management for the Head of KSAA
- Meeting management support for the KSAA
- Electronically and paper file documents according to nomenclature.
- To have a demonstrable capacity to manage and prioritise tasks.
- Collaborative internal stakeholder management.

### Continuous Improvement:

- To promote and support the Continuous Improvement Program and strategic objectives as outlined in the Departmental Operational Plan.
- To lead and foster a centre of excellence ethos by exploring opportunities for improvement, implementing systems, processes and procedures that drive qualitative and quantitative outcomes.
- Provide administrative assistance to the Department to ensure quality standards are met, processes and procedures are followed and that the office is run efficiently.

## KEY SKILLS & ABILITY

- Budget and/or accounting experience
  - Event management administration and logistics experience.
  - Intermediate proficiency with Google Suite and Microsoft products, especially Outlook, Word, Excel and Powerpoint and other relevant online platforms.
-

- 
- Excellent attention to detail, accuracy and quality.
  - Continuous Improvement mindset.
  - Excellent written and verbal communication and interpersonal skills.
  - Ability to handle confidential documents and maintain confidentiality.
  - Ability to work easily and effectively with a wide range of people, including students and parents and the wider school community.
  - Ability to work in a very busy, ever changing environment, prioritise and manage multiple projects and responsibilities, meeting all deadlines.
  - Ability to be flexible, exercise sound judgement, discretion and adaptability.
  - Possess time management and organisational skills.
  - Ability to problem solve and stay calm under pressure.
  - Great work ethic.

## **WORK HEALTH & SAFETY**

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible.
- reporting any near miss incidents to the appropriate staff as soon as possible.
- working within the WHS management systems that have been adopted by the School.

## **LENGTH OF TENURE**

The KSAA Office Administrator is appointed on an ongoing basis. As with all school staff, the role will undergo regular processes of appraisal.

## **REMUNERATION**

The remuneration will be commensurate with the responsibilities under the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement.

***Please note:***

***All staff are subject to mandatory screening procedures in line with Child Protection Legislation***