Activities Administrator - Sport and PDHPE

Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Professional Conduct

- □ Foster supportive positive professional relationships
- □ Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- □ Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- □ Undertake and comply with mandatory training and regulatory requirements as determined by the School
- □ Attend School meetings, as requested, including outside of usual work hours
- □ Participate in professional learning, as requested, including outside of usual work hours
- □ Any other duties and activities as required by the School Principal (or delegate)

Work Health & Safety (WHS)

- □ Participate in the development of a safe and healthy workplace
- □ Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- □ Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- □ Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- □ Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- □ Model a commitment to providing, so far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- □ Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- □ Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Privacy

- □ Commit to understanding the appropriate use, sharing, retention and destruction of personal information in the workplace
- □ Demonstrate an understanding of the need to report suspected (observed or perceived) data breach/es and misuse of personal information

Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position.
Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description in conjunction with any role specific task lists (if applicable) will be relied on as a framework for professional review.

Role	Activities Administrator - Sport and PDHPE
Campus	Whole School
Department	Administration
Line Manager	Activities Administration Manager
Secondary Line Manager	Business Manager
Direct Reports	Nil
Key Relationships	Head of Sport and Sport Coordinator Heads of Upper/Lower Primary Heads of School Directors of Teaching & Learning Compliance Coordinators Campus Administration Managers
Industrial Instrument	Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025
FTE	0.6 FTE (3 days per week, 38 weeks term time plus 2 weeks non-term time)
Classification	Clerical and Administrative Staff | Level 4
Role Profile	Members of the Administration Team are expected to support the administrative functions of the School at either Campus as directed. These administrative tasks may vary but are within the competencies of the Classification and Level of a Clerical and Administrative Staff member as per the Industrial Instrument.

- The Activities Administrator - Sport and PDHPE plays a pivotal role in assisting key stakeholders to ensure the effective, efficient and timely coordination of School activities which involve student Sport and PDHPE participation
- The Administrator will be able to maintain a calm and friendly disposition and use their initiative to efficiently manage, prioritise and act on urgent issues, monitor deadlines, and communicate and correspond with various staff members, students and parents.
- The Administrator will be a motivated operational thinker and problem solver with an eye for detail and the desire to ensure that the School's processes run smoothly to support student learning, achievement and participation in the curriculum and cocurricular aspects of School life.
- The Administrator is expected to work effectively and efficiently in an open work environment which experiences interruption and may, following consultation, be required to provide administrative support to other stakeholders commensurate to their abilities.
- The Administrator will also be required to fulfil general Reception / Student Services duties, as required.
- The School places significant importance on its data integrity requiring outstanding attention to detail in all aspects of this role. There may be times when the Administrator has access to personal and/or sensitive information. Discretion and confidentiality must be maintained at all times.

Compliances

- Valid NSW Working with Children Check Certificate
- First Aid [HLTAID012] [HLTAID011]
- CPR [HLTAID009]
- Child Safe and Child Protection
- WHS/Emergency Procedures eLearning (or equivalent)

Skills, Knowledge & Experience

- Demonstrated knowledge and expertise in administrative and operational practices.
- Ability to communicate effectively with staff, students, parents and broader Arden community members.
- Evidenced strong interpersonal skills that foster productive working relationships.
- Demonstrated experience in preparation, review and continuous improvement of Risk Assessments.
- Demonstrated advanced Microsoft 365 skills, and experience with data management and reporting within a student management system.

Role Function

The Activities Administration Manager determines the allocation of activities and administrative responsibilities to Activities Administrators. While individual roles may have regular patterns of coordinating Sport, PDHPE or other School activities, responsibilities may vary from time to time to ensure the operational needs of the School are met.

The Activities Administrator - Sport and PDHPE, throughout their daily work practice, is expected to:

Sport Administration (Daily Tasks)

- Assist the Head of Sport and Sport Coordinator in the management of casual coaches, umpires and referees including rostering, communication and timesheet processing.
- Coordinate administrative aspects of School Sport activities (camps, tours, incursions, excursions), including eConsents, bus bookings, venue bookings and logistics.
- Maintain accurate records of all student sport activities, including proposals, contacts, contracts, risk assessments, permissions and Schoolbox publications.
- Track eConsent returns and travel variations, communicating with parents, students and staff to ensure consent is obtained prior to participation.
- Support coaches with team rolls, attendance tracking and Clipboard management.
- Monitor training attendance patterns and escalate concerns to the Head of Sport and Sport Coordinator.
- Notify Student Services of student participation in off-site sporting events and ensure First Aid kits and emergency care kits are prepared.
- Coordinate compulsory School events (eg. athletics, swimming and cross-country carnivals), including consents, logistics, rolls and first aid requirements.

- Manage uniform allocations, returns, overdue follow-ups and end-of-season stock audits.
- Create purchase orders and process invoices for Sport and PDHPE activities, including venues, transport and external providers, within agreed timeframes.
- Attend activity meetings with relevant stakeholders and prepare/distribute minutes as required.
- Collaborate with coaches and relevant staff to coordinate and communicate changes to sporting programs, fixtures and logistics through Schoolbox, ensuring information is accurate, current and communicated in accordance with Schoolbox News Post Guidelines.
- Notify Community Engagement of upcoming sports events and student achievements, as appropriate.
- Assist with the coordination and administration of sports awards, certificates and student recognition processes for assemblies, presentations and other school events.
- Support Junior Campus Sport administration in consultation with the Junior Head of Sport.

Activities Administration (Sport & PDHPE-related)

- Coordinate weekly/termly/yearly PDHPE venue bookings across multiple external providers, ensuring timely communication, confirmation and relationship management with venue contacts.
- Compile and maintain the weekly PDHPE bus booking spreadsheet, ensuring accuracy, timely updates and communication with relevant staff.
- Prepare and maintain Activity Packs for Sport and PDHPE activities, including risk assessments, medical information, student lists, permissions and Schoolbox publications, in accordance with the School's Activities framework.
- Liaise with external venues regarding bookings, cancellations, changes, equipment requirements and student numbers.
- Communicate with PDHPE staff regarding weekly logistics, venue changes, student requirements and operational updates.
- Maintain accurate records of Sport and PDHPE activities and file all documents promptly using agreed naming conventions.
- Maintain productive working relationships with external venues, transport providers, sporting organisations and service providers to support the effective delivery of Sport and PDHPE programs.
- Ensure all Sport and PDHPE activities follow the School's Activities approval process, including timely completion and review of risk assessments.
- Use and oversee the School's Activities shared email accounts in collaboration with the Activities Team.
- Support the Activities Team during peak periods, including filing, communication, data entry and logistics.

School calendar, Planning and Processes (within the area of responsibility)

- Work with stakeholders to coordinate and plan the upcoming year's Sport and PDHPE programs and activities.
- Ensure all activities and information notes are submitted for inclusion in the School calendar.
- Implement effective planning timelines to ensure adequate time for approvals, eConsent preparation, parent communication and staff administration.
- Conduct regular cross-checks of PDHPE activities, events and programs against the School calendar to identify and communicate potential scheduling conflicts or discrepancies.
- Review current administrative systems for ongoing effectiveness and currency.
- Maintain administrative systems and shared communication platforms to ensure information is accurate, current and accessible to stakeholders.