



# Epsom Girls Grammar School

Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

## Epsom Girls Grammar School Person Specifications

*Values: Courage, compassion, curiosity, community*

<b>Position:</b>	<b>Sports Co-ordinator with the potential for leadership in Sports Development</b> Permanent, full-time position or as negotiated, up to 40 hours per week and potential for term time only Commencing January 2025
<b>Responsible to:</b>	Deputy Principal and/or Director of Sport
<b>Direct involvement with:</b>	Director of Sport, Sports Coordinator(s), PE Staff, TIC sport, coaches, students involved in sport, support staff including the property manager
<b>Primary responsibility:</b>	To help create programs in sport where students can thrive in competitive environments and develop individual accountability within a positive team culture. To engage with coaches, managers, teachers and parent volunteers to build sustainable participation and development programs.
<b>Key Tasks:</b>	Helping to develop systems within the Sports Department to facilitate the timely and efficient management of players and teams into appropriate competitions and development programs. Ensure communication between the School, coaches and managers, players, parents and volunteers is effective and that all appropriate safety and compliance documentation is completed in a professional manner (e.g. EOTC and RAM forms for sporting activities). Working with teachers in charge of codes to help ensure the smooth running of sport within the school. Coordination and oversight of particular sporting codes by arrangement.
<b>Key Skills:</b>	A passion for sport with proven leadership and communication skills. A willingness to take the initiative to improve students' sporting experiences and to contribute effectively to the Sports team in order to provide students with excellent experiences in sport.
<b>The successful applicant should:</b>	

- Enjoy working with young people and be passionate about the many learning opportunities that Sport provides
- Have experienced high levels of success in Sport(s)
- Be confident and efficient in communicating with diverse audiences effectively
- Demonstrate leadership in promoting sport within the School and in the community
- Experienced in setting and following budgets
- Organised and possess good time management skills
- Experienced in co-ordinating big events (Athletics Day, Sports Dinner, etc)
- Be self-starting and take initiative
- Able to maintain effective relationships with students, parents, teachers, coaches, and managers
- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Be flexible and responsive to challenges that arise in sport and see the opportunities presented by these