



Co-curricular Position | Whole School

Sport Department Administration Assistant P-12

Part-time (3 days per week) - 8am to 3:30pm

Danebank is one of the leading Christian girls' schools in Australia with a wonderful reputation and proud history of excellence and innovation in thinking, learning and care. We nurture and inspire girls to flourish through inclusive and powerful educational opportunities.

We aspire for each girl to belong and become all she is purposed to be.

Our guiding values are compassionate service, creative collaboration, respectful relationships, courageous optimism, personal excellence, loving kindness and taking responsibility. The life of our school is anchored in a Christian foundation and our worship and spiritual life is grounded in the Anglican tradition. The very essence of our motto - **Ut Prosim** *That I May Serve* - reflects our intention for each girl to develop meaning in her life, to grow in faith, to serve others and to contribute to society into the future.

Our Approach

Our approach to education is futures-focused and holistic: we integrate student wellbeing, learning and personal development to help shape the social, emotional, physical, cognitive and spiritual aspects of each individual.

Our Staff

Danebank acknowledges and values the contribution that all staff, teaching and operational, make to the achievement of the School's strategy and is committed to supporting all staff in their endeavours.

Danebank staff are passionate about learning and deeply committed to the wellbeing and growth of each girl. Our heart to serve and vision to improve drives our collaboration, innovation, professional growth and pursuit of the best for ourselves and our community. Staff enjoy working in our engaging environment.

Position Description

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School and the development of the skills and knowledge of the position.

Position Title Sport Department Administration Assistant P-12	
Reporting Manager	Head of Sport P-12
Role Purpose	Danebank is committed to nurturing and caring for the whole person. The Sport Administration Assistant supports the Head of Sport and Sport facilitators by completing tasks in a timely and detailed manner.
Specific Duties and Responsibilities	Actively support the Christian ethos of the school, modelling a Christian example in all activities. As a member of the Danebank Sports Team this position is responsible for: • Post weekend sport teams review in conjunction with the Head of Sport and Sport Facilitators, follow up any outstanding results or non-attendance. • Following up any non-attendance from training sessions and informing the Sport Facilitator and/or Head of Sport. • Assisting with the organisation of School Carnival events, including but not limited to, venue bookings, schedule development, staff allocations and updating event programs. • Assisting with sports resource management including, but not limited to, timetabling sports programs and weekly coaching sessions, and any other resource management relevant and applicable to the Sports Program. • Supporting the Sport Facilitator with the school sports teams, including maintaining rolls, Edumate lists, team information, sporting achievements and printing of pocket awards. • Assisting with the organisation of the end of year assembly, celebrations and awards to ensure that the Sports Program is promoted as an integral part of the life and ethos of the School and that students' participation and achievements are acknowledged. • Tracking and monitoring students' participation in the Sports Program including attendance, dress standards and injury management, and ensuring all records are accurate, current and stored and maintained in accordance with the School's record keeping policies and any relevant legislation. • Updating the sport portal with necessary information. • Updating the yearly sport calendar with nomination dates, carnival dates and trial dates. • Collating school Sport photos for proofing • Processing sundry charges • Providing and collating student medical alerts to staff through the Head of Sport • Undertaking other duties as required or determined by the Principal. • Undertaking other tasks that may be necessary from time to time to ensure the smooth running of the school.
Key Competencies, Skills and/ or Experience	• A commitment to the Christian mission of Danebank, demonstrating Christian principles and values throughout the Sports Program. • Effective interpersonal communication skills and the ability to work collaboratively with colleagues and parents. • Attention to detail with high levels of organisational skills.

	● High level administration and IT skills to support the proficient and efficient adoption and use of programs and software relevant to the administration of sports programs and the School's broader administration processes. ● Ability to manage own time effectively and provide timely responses to stakeholders. ● Professional and personal integrity. ● Proactive and innovative. ● Flexibility, openness to change and proactive to task completion and problem solving. ● Warmth, empathy, energy and good humour. ● Ability to manage competing demands and deadlines as applicable to a multi-sports program. ● Experience in IGSA Sport
Essential Qualifications	Essential ● First Aid & CPR Certification. ● Current Working With Children Check (WWCC) and all registrations and accreditations applicable to the responsibilities of the position.
Workplace Health and Safety	All Danebank staff have a responsibility to comply with the School's WHS policies, procedures and practices and contribute to a healthy and safe workplace culture.
Child Protection	Danebank is committed to being a Child Safe organisation, putting the needs and interests of our students first. All Danebank staff are required to comply with applicable child protection legislation and are responsible for ensuring that the School's Child Safe policies, procedures and programs are at the forefront of all we do. This includes maintaining a child safe culture, adopting strategies and taking action to promote child wellbeing, and keeping students safe from harm. The School has zero tolerance for child abuse.
Classification	Independent Schools (Professional and Operational Staff) CMEA 2025 - Classification, Clerical Administration Services (depending on skills and experience)

Danebank is a member of the Anglican Schools Corporation

Document Information

Prepared by	Head of Sport
Prepared date	October 2026
Approved by	
Approved date	
Additional notes	

Acknowledgement of receipt of position description

(For Office Use)

I have received a copy of the Position Description and have read and understood its content.

Employee Signature	Date
Supervisor's Signature	Date