



Sports Administrator

Oran Park Anglican College is a vibrant learning community in one of the fastest growing areas of Southwest Sydney. Catering for over 1250 students Prep – Year 12 in modern purpose-built facilities the College has established its reputation as providing a respectful, joyous and collaborative learning environment with strong pastoral support. We value academic rigour, comprehensive and inclusive pastoral care, service-learning opportunities, thriving sporting programs and excellence in the creative and performing arts.

We are seeking to appoint a dynamic sports administrator with passion and experience in administering sporting programs and coaching children.

Position Summary

The Sports Administrator supports the Junior and Senior School Sports Coordinators in delivering a comprehensive and high-quality P–12 Sports program at Oran Park Anglican College. This role involves coordinating logistics, managing administration, liaising with parents and external sporting bodies, coaching teams and attending internal and external sporting events. The successful applicant will contribute to the strategic planning and smooth operation of the College's sporting calendar, ensuring student engagement, safety, and excellence in sport.

Reports to: Junior School and Senior School Sports Coordinators

Status and Hours: Full Time - Permanent position – Term time only

The College Office hours are from 8:00 am to 4:00 pm; however, it is understood that this position may necessitate flexible working arrangements to support attendance at sporting events scheduled beyond standard office hours.

Full Time Equivalent (FTE): 1.0

Commencement Date: Term 1, 2026

Dress Code: Oran Park Anglican College requires staff to dress in a professional manner, fitting of an independent school. A Staff Sports uniform will also be supplied.

Remuneration: Salary package will be based on Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025 – Clerical and Administration Services Employees. Years of experience will also be considered when negotiating the salary.

Major Responsibilities

The Sports Administrator role calls for an organised, proactive team member who is passionate about student engagement through sport and committed to supporting the delivery of high-quality programs across the College. The responsibilities include, but are not limited to:

Program Planning and Coordination

- Assist in the planning and delivery of the College's annual P–12 sports programs, including scheduling, budgeting, and booking of venues, transport, and specialist coaches.
- Maintain and update the College's P–12 sports calendar in collaboration with Sports Coordinators.

Event and Carnival Management

- Coordinate logistics and student participation for College and representative Swimming, Cross Country and Athletics Carnivals.
- Oversee student progression to CSSA and CIS levels, ensuring accurate registration and communication.

Representation and Communication

- Represent the College at IPSSO, MISA and CSSA Coordinator meetings and communicate relevant updates to staff and leadership when required.
- Liaise with parents regarding sports programs, representative pathways, and student participation.

Coaching and Student Engagement

- Coach Junior and Senior IPSSO and MISA teams as required.
- Attend and support College sporting events and gala days, both internal and external.

Risk and Compliance

- Assist in the preparation and review of Risk Assessments for all sporting activities and carnivals.
- Ensure compliance with College policies, child safety standards, and relevant state/national sporting regulations.
- Demonstrate a strong understanding of student behaviour and effectively apply strategies to manage and support positive conduct in alignment with College expectations.

Professional Partnerships and Development

- Organise coaching clinics in partnership with NSW sporting organisations to support staff development and ensure high coaching standards.
- Foster connections with local and state sporting bodies to promote student participation and community engagement.

Promotion and Reporting

- Coordinate the collection and publication of sports results and highlights for newsletters, social media and College events.
- Maintain accurate records of student participation, achievements and compliance documentation.

Resource and Equipment Management

- Manage the procurement, maintenance and inventory of sports equipment and uniforms.
- Support cost-effective use of resources and assist in monitoring and reporting on sports program budgets.

Team Collaboration and College Values

- Work collaboratively with staff across the College to promote and model the College's values of courage, curiosity, craftsmanship, collaboration, and compassion.

Professional and Personal Attributes

The Sports Administrator must be a relational and organised professional who can build strong partnerships with students, staff and families to enhance the College's sporting programs. Essential criteria for this role include:

- A committed Christian and active member of a church community
- Proven ability to promote the development of movement skills and foster positive attitudes towards physical activity
- Excellent communication skills, both written and verbal, with the ability to engage effectively across all levels and remain composed under pressure
- Strong administrative capability, including meticulous attention to detail
- Highly developed time management and organisational skills, with the ability to prioritise tasks and meet deadlines in a dynamic environment
- Demonstrated initiative and problem-solving ability, with a focus on improving systems and streamlining processes
- High-level computing proficiency, including expert use of MS Outlook, Word and Excel. Meet Manager and Clipboard experience is desirable but not essential, training will be provided.
- Well-developed interpersonal skills and the capacity to assist and inspire staff with varying levels of sporting experience
- Ability to be flexible and calm in a dynamic school environment
- Proven ability to work collaboratively and contribute positively as a member of a team
- Commitment to ongoing professional learning and reflective practice

Desirable Criteria

- Coaching qualifications across one or more sports
- First Aid Certificate
- Previous experience in the administration of school-based sporting programs
- Medium Rigid (MR) bus licence or willingness to obtain this qualification
- Understanding and experience in applying restorative practices within a student wellbeing framework

Additional Information

References: Provide three (3) referees one of whom should be the Minister of the Christian community you serve within, who can support your application.

Salary: In accordance with the Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025.

Child Safety: Oran Park Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

WHS: Oran Park Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff undertake annual WHS training. The successful applicant will be provided with their WHS responsibilities at the time of appointment.

Diversity and Inclusion:

Oran Park Anglican College provides inclusive, culturally safe and child-friendly services for all students. The successful applicant will be required to comply with policy and training requirements.

Note:

All positions evolve over time and as such, the position description should be viewed as a guide with the full expectation that other duties as required will be a natural part of the role. The role will continue to evolve in consultation with the Principal.

The Application Process

Applicants are required to:

- Complete the “Application for employment – Non-Teaching” form (found under the Employment tab on our website)
- Provide a 1-2 page cover letter which details your experience and demonstrates your ability to meet the essential criteria for this position, including a statement of personal Christian faith.
- Curriculum Vitae of no more than 4 pages

Please forward your application marked “Private and Confidential” to:

Mrs Naomi Wilkins
Principal
Oran Park Anglican College

Email employment@opac.nsw.edu.au

Website www.opac.nsw.edu.au

Applications will close on Friday 12 September

Applications submitted earlier may be considered for interviews before the due date.

Vision

We strive to be a vibrant learning community that impacts every member for Jesus, through life-changing, caring, quality Christian education.

Mission

We do this by growing a strong and sustainable College community that nurtures Christ-shaped values of courage, curiosity, craftsmanship, collaboration and compassion.