Auckland Normal Intermediate School
Te Ipu Kura o Mataaho
Poronui Street, Mt Eden, Auckland 1024 64 9 630 1109 ani@ani.school.nz www.ani.school.nz

Sports Coordinator Job Description

Responsible to: Senior Leadership Team

Remuneration: Two permanent management units

Person Specifications:

- Positive team player
- Communicates effectively (clear and concise)
- Builds leadership capacity amongst colleagues
- Organised and shows initiative
- Role model, coach or mentor to colleagues
- Coordinates events effectively and efficiently

Primary Objectives:

1. Attend local Central Zone meetings and provide appropriate input and feedback
2. Ensure that ANI participates in Central Zone, Interzone and National sporting events
3. Sports teams are trialled, coached and managed
4. Clear documentation provided for all stakeholders (students, parents, staff and community)

Key Tasks	Expected results
1. Responsibilities	1.1 Ensure teams have correct documentation before leaving for events, including student lists, RAMS and transport well in advance. Ensure updated sports trip packs are re-signed by you. 1.2 Organise and coordinate teachers, parents or outside agencies to trial, coach and manage sports teams 1.3 Ensure that teachers follow the code of conduct 1.4 Register sports teams for Central Zone, Interzone tournaments and other events 1.5 Coordinate sports teams trials and selections 1.6 Keep an inventory of sports uniforms (cleaning and distribution) 1.7 Ensure the van is booked for sports events in advance 1.8 Keep inventory of sports equipment (PE shed)
2. Communication	2.1 Communicate to students, teachers, parents and community about sports events (ANI sports website, newsletter, notice board and daily notices) 2.2 Organise certificates/awards for student achievement 2.3 Organise whole school sports events, e.g. super bowl, cross country, swimming 2.4 Organise termly sports award assemblies or a regular addition of sports acknowledgements in weekly/fortnightly assemblies 2.5 Manage the work of sports captains
3. Self-Review	3.1 Ensure sporting events are reported with results and photos for the school Monthly Newsletter/Website/Facebook Page/Panui 3.2 Review the sports programme and communication channels regularly.
4. AIMS Tournament	4.1 Coordinate the schools entry and organisation to the AIMS tournament.