Administration Assistant - Sport

INTRODUCTION
Brisbane Girls Grammar School is a leading educational institution for young women in Australia. Established in 1875, it is one of the original Grammar Schools of Queensland and as such enjoys an outstanding reputation combined with a proud tradition of women’s achievements. Currently the sports programme offers 18 competitive and several non-competitive sporting activities. The School is a founding member of the Queensland Girls’ Secondary Schools Sporting Association (QGSSSA) competition, and participates in a range of Brisbane Club associations as well as operating a comprehensive Interhouse programme.

The position of Administration Assistant – Sport will contribute to the success of the Co-curriculum programme and requires a highly motivated, organised person with an exceptional level of administrative skills, professionalism, initiative, public relations expertise and secretarial experience.

THE POSITION
The position reports to the Director of Sport and is responsible for providing administrative support. Duties include, but are not limited to:

- Provide administrative support to the Director of Sport and Sport Co-ordinators;
  - Management of information in the School’s Calendar/Event system (LUCI)
  - Maintenance of information on the Parent Portal/Sports Hub
  - Assist with event planning for Sport
  - Monitoring training schedules
  - Organisation of competition schedules
  - Management of Metropolitan North paperwork
  - Assist with paperwork for coaching appointments
  - Assist with monitoring training attendance
- Record keeping and filing of documents
- Management of incoming mail
- Preparation of correspondence including the composition of appropriate responses where required
- Timely management of telephone and email communications in and out of the office
- Undertaking any other duty deemed appropriate by the Director of Sport to assist with the efficient functioning of the Sports programme at Brisbane Girls Grammar School

ESSENTIAL QUALIFICATIONS AND EXPERIENCE
The successful candidate will demonstrate:

- High level computer skills
- Continuous experience within a demanding administrative role
- Understanding of a service ethic, which underpins the School’s ethos
- Pleasant, courteous telephone manner with the ability to handle complex issues and demanding situations
- An ability to liaise professionally with staff, students, parents and external clients
- A professional presentation and manner
- A flexible and friendly approach, with the ability to remain calm and focussed in pressured situations
- Capacity to work within team environments
• Use of initiative, with the ability to anticipate the needs of the School
• The ability to prioritise tasks and utilise efficient time management skills
• A willingness to identify and undertake appropriate and relevant training and professional development opportunities

DESIRABLE QUALIFICATIONS AND EXPERIENCE
• Experience and interest within sports administration would be an advantage
• Event management experience
• Experience and or an interest in Sport coaching
• A working with Children Check and Suitability Card