Brigidine College Indooroopilly
Position Description – School Officer Level 3
Duty Statement – Sports / Physical Education Aide

Brigidine College is committed to the provision of sound educational opportunities for its students within the context of Christian values and the development of resources is integral to that provision. This commitment is stated in the College Mission Statement.

Reporting Relationship: Reports to the Principal through the College Business Manager

Operational Relationship: Reports to the Sports Coordinator and Curriculum Leader Physical Education

Characteristics and Qualifications
The employee appointed to this position is required to demonstrate competency involving the application of knowledge and skills to a range of tasks and roles. There is a defined range of contexts where the choice of action required is clear and of limited complexity.

Qualifications
Tertiary or Certificate level qualifications - required knowledge and or experience deemed necessary by the employer to successfully complete duties.
Child Suitability (Blue Card) – Child Safety (Qld)

Key Areas of Results / Responsibilities:

CaSSSA Sports
- Pack and unpack sports bags and maintain stock control
- Oversee sports jerseys (3 trimesters) – loans and returns
- Creating student rolls
- Compiling coaches’ packs for each team of relevant student/team/season information x 3 trimesters.
- Entering SEQTA notes for students participating in sports (commendations etc).

District/Regional Sports
- Assisting with Brigidine student trials allocated (convenor) sports ie. netball x 2 age groups, soccer x 2 age groups.
- Assisting with official duties at Swimming, Cross-Country and Track and Field events as required with Brigidine affiliation to BID/WTB and Met West.
- Assisting with the dissemination and collection of relevant/compulsory paperwork for participation in District/Regional/State/National representative sports.

Brigidine College Carnivals - Swimming, Cross-Country and Track and Field
- Assisting the Sports Coordinator in the preparation for these three carnivals, ie. equipment and officials
- Attend carnivals to assist with the overall administration of these events.
- Overseeing catering for officials / teachers
QCIS and CASSSA Inter-School Carnivals

- Assist with the entry of team information into Team Manager for all meets.
- Assist with the ordering and preparation of teams’ breakfasts/afternoon teas for carnivals.
- Assist Sports Coordinator with team camps / day trips as required.

Awards and Events

- Assist with the collection of data for award winners for sports breakfast / Awards and Acknowledgement Evening and others.
- Assist with the organisation of events run by Sports Department.
- Attend awards events as required.

General – Physical Education Classes / Sports

- Assisting with equipment / resources being available for coaches / teachers when required.
- Unlocking and locking facilities at the College.
- Assisting with the set up and pack down of facilities as required ie. Netball/Volleyball/Basketball courts in Kildare Hall and Brigid Centre court.
- Provide updates to the Sports Coordinator’s for the fortnightly newsletter Sports’ report.
- Assist with selected weekend training / selection trials as required.
- Assist the College Sports communication, eg. email, telephone, letters, enquiries.
- Assist with equipment and storage facilities.
- Assist with organising equipment (inflate, etc.).
- Assist with resuscitation manikins (cleaning, sterilizing, etc.)
- Prepare equipment bags for classes / sporting teams.
- Assist with equipment audits (end of term / units).
- Provide for a tidy equipment room at all times.
- Research equipment / resource quotes for sporting equipment.
- Secure purchase orders and order equipment in consultation with Sports Coordinator / Curriculum Leader.
- Unpack and label sports equipment.
- Wash playing bibs and College jerseys as required.
- Assist with setting up classes such as fitness testing equipment, etc.
- Assist with Game Day events and inter-class competitions.
- Assist with digital assistance – videoing, etc.
- Assist with administration services for Physical Education classes / sporting programs as required by the College.

Conditions

Term-time, continuing position

Hours of Duty

60 hours per fortnight
Days / Times negotiable to the needs of the College

September 2016