**Sports Assistant**

**Hours of work:** 10 hours per week etc

**Remuneration:** Aligned to the NZEI support staff agreement

**Responsible To:** Head of Sport (or Sports Coordinator)

**Functional Relationships with:**
- HOD Physical Education
- Sports Coaches

**The Sport programme aims include:**
- to offer all students the opportunity to participate in quality sport activities at the level of their ability and interest

**The Primary Objective of the position**
- to assist the Sport department achieve Sport programme aims

**The Position:**
- requires the appointee to work under the direction of the Head of Sport
- has specific duties that are described below.

<table>
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<tr>
<th>Key Tasks</th>
<th>Expected Results</th>
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| 1. As directed by the Head of Sport assist in the provision of the lunchtime [interhouse/interform] Sport programme and the inter-school Sport programme | • Administrative tasks that are needed for the lunchtime programme are completed as directed  
• Tasks for school exchanges described by Head of Sport are completed  
• Sport equipment is available at lunchtime for regular use  
• Sport equipment is issued for use, returned and stored  
• Damaged equipment noted and reported to Head of Sport |
| 2. Issue equipment for use by students at lunchtime                       |                                                                                  |
| 3. Administer the Sport department’s system for storage, maintenance, issue and return of school Sport uniforms | • An accurate inventory of Sport uniforms is established  
• Uniforms stored in clean, tidy condition  
• Repair, maintenance and need for replacements noted and reported |
| 4. Administer the Sport department’s system for storage, maintenance, issue and return of school Sport equipment | • An accurate inventory of Sport equipment is established  
• Equipment stored in tidy, usable condition  
• Repair, maintenance and need for replacements noted and reported |