JOB DESCRIPTION

St Stephen's School
SERVE GOD SERVE ONE ANOTHER

B Job Title:	**Physical Education & Outdoor Education Assistant**
Reports To:	**HOLA – Health and Physical Education**
Direct Reports:	**Nil**
Section of School:	Health and Physical Education
Liaises with:	Secondary

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based.
St Stephen's School Values:	The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles. • Faith • Learning • Care • Service • Community
Position Summary:	The Physical Education and Outdoor Education Assistant will provide office and administrative support to the Health and Physical Education department. The successful applicant will be expected to be versatile, able to carry out a wide range of tasks; be able to think creatively and solve problems and be a supportive team member. You will be required to use a variety of software including Microsoft work, Outlook, PowerPoint and Excel. The role will be working one day per week, term time only.
Key Responsibilities and Tasks:	• The responsibilities will be provided by the HOLA/Sports-co-ordinator in a weekly shared document • Support admin for consent2go (including bus bookings) • CAS/ACC preparation of team equipment • Assisting with various administration duties and carnival organisation • Maintenance and upkeep of storage equipment as required • Stocktake and repair of damaged equipment • Assist with OEE and HPE supervision as required if qualified • General department administration tasks and any other duties as directed by the HOLA **ICT Support** • Provide support to administration in HPE/Sports • Carnival Management programs i.e. Results HQ

Key Performance Indicators:	• Timely, efficient and effective support to the Health and Physcial Education and Co-curricular Sporting events in accordance with priorities and agreed outcomes • Well presented and maintain a sense of professionalism at all times • Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training

	• Good knowledge of Occupational Health and Safety policies

Selection Criteria:	**Education & Qualifications** • The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment • National Criminal Record Checking (except Teaching staff • Current Senior First Aid Certificate or the willingness to obtain one **Skills & Experience** • Have the ability to communicate effectively with the broad range of students, staff and the public • Good level of physical fitness • Be reliable, enthusiastic and conscientious • Ability to work cooperatively and collaboratively as a member of a team • Computer literacy, including Microsoft Office suite • Professional personal presentation • Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks **Other / General** • Flexibility in all aspects of the job and willingness to embrace change • Willingness to positively and actively contribute to the Christian culture of the School

I understand and accept the responsibilities as outlined in this Job Description.	
Signed: [acceptance_status]	**Date:** [acceptance_date]
This document was approved by HOC/HOLA Oct 2022	

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
2	Oct 2022	Oct 204	HOLA/HOC	Update	HOC/HOLA

1	Oct 2021	Oct 2023	Steph Snyman	New	HOC