

Ignite ambition



John Paul College
Unity | Christ | Learning



Position Title	Sports Officer
Department/Faculty	Sports & Activities
Classification	Educational Services (Schools) General Staff Award School Administration Services Grade 5 Level 5
Employment Type	Full-time
Reporting Manager	Head of Sport & Activities
Prepared	May 2024
Updated	May 2026

About John Paul College

John Paul College (JPC) is one of Queensland's largest independent co-educational schools, offering a seamless learning journey from Early Learning to Year 12. Established in 1982 by the community for the community, our motto – Unity | Christ | Learning – continues to guide our mission of nurturing exceptional individuals with courage, integrity and a commitment to enrich society.

Our diverse community includes more than 2,400 students from ELC to Year 12, including our John Paul International College English Language Pathways. We develop ethical, creative and service-oriented thinkers who thrive in an increasingly complex global environment, grounded in Christian Ecumenical values welcoming all faiths and backgrounds.

Set on 33 hectares in Daisy Hill, Logan, our campus combines outstanding facilities with a future-focused education. Innovative learning spaces, sporting ovals, aquatic centres and a highly accredited Outside School Hours Care program support every aspect of student growth.

Guided by our mission to accelerate a dynamic learning community and ignite excellence in all, we nurture learners who are confident, adaptable and compassionate, ready to lead and serve in a multicultural, multi-faith global society.

Our Values

Mutual Respect: We show mutual respect by:

- Accepting others, celebrating our diversity and individuality
- Ensuring fairness and equity in every interaction
- Being patient and tolerant with each other.

Integrity: We act with integrity by:

- Demonstrating honesty and truthfulness
- Leading honourable lives with humility

- Taking responsibility and meeting our obligations.

Compassion: We live with compassion by:

- Showing kindness and love to others
- Caring for the vulnerable and marginalised in our community
- Generously giving of ourselves through active service

Excellence: We strive for excellence by:

- Seeking knowledge and a deep understanding of the world
- Rising to the challenge of the complex, difficult and unfamiliar in our lives
- Setting and achieving aspirational goals.

Position Purpose

The primary responsibility of the role of **Sports Officer** at John Paul College is to assist the Head of Sport and Activities and the Sports and Activities team in overseeing the administrative and managerial aspects of the College's primary and secondary co-curricular and extra-curricular sports and activities programs. This includes managing interschool competitions (TAS and Junior TAS), representative pathways (District and Regional), carnivals, Junior Development programs, club activities, and more.

The **Sports Officer** will facilitate internal processes and documents including registrations, bookings, volunteer onboarding and reporting. The **Sports Officer** will also provide key support in the organisation of holiday camps, skill development workshops, community partnerships and domestic and international tours.

Reporting Relationships

The **Sports Officer** reports to the Head of Sport and Activities. The **Sports Officer** will also work closely with the Deputy Head of Sport and Activities.

Key Liaisons: The **Sports Officer** is expected to develop and maintain effective relationships with staff, students, parents, casual coaches, volunteers, Co-ordinators and Head Coaches, and club and community representatives.

Key Responsibilities

A **Sports Officer** at John Paul College is instrumental in ensuring the smooth operation and enhancement of the College's sports and activities programs, contributing to the holistic development and well-being of students.

Key areas of responsibility will include:

- Liaising with the Head of Sport and Activities, Sports and Activities team and Sport Co-ordinators regarding all administrative requirements to ensure the smooth and efficient operation of all College primary and secondary co-curricular and extra-curricular programs, including interschool (TAS and Junior TAS), representative pathways (District and Regional), carnivals, Junior Development programs, club and activities
- Managing registrations, rolls, venue and calendar bookings for all College sports and activities through College systems and platforms
- Preparing and maintaining documents and information for communication, including registration forms, overviews, handbooks, publications and promotional material
- Creating, populating and maintaining competition fixtures using internal and external platforms
- Maintaining and communicating accurate databases of student participation and achievements

- Processing reports and certificates relating to participation and achievements, including collation and entry of co-curricular data and colours within reporting timelines and data to support leadership processes
- Providing administrative and operational support for all College and representative carnivals, including nominations and recordings
- Administration and communication of District and Regional representative school sport documentation
- Providing key support with College events, including carnivals, assemblies and end of season celebrations
- Preparing, drafting and editing written communications and publications for Sports and Activities, including event scripts, awards presentations, newsletters, handbooks, promotional materials and official correspondence
- Preparing administrative and operational requirements for tournaments, including registrations, nominations, schedules, risk management requirements and event logistics
- Oversee volunteer onboarding and compliance processes
- Liaising with external sports and activities contractors for promotional and operational information
- Providing key support with administration and organisation of domestic and international tours
- Other tasks as reasonably required and directed by the Head of Sport and Activities to ensure the smooth operations within the Sports and Activities office

From time to time, fulfilling these responsibilities may necessitate working additional hours, or attending College events outside of work hours.

This position description is intended to describe the general nature and level of work to be performed. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. John Paul College reserves the right to amend this position description at any time.

Skills and Abilities

- Demonstrates energy and enthusiasm for all sports
- Communicates effectively through face to face and digital interactions
- Has a high a high level of accuracy and written communication skills
- Excellent organisational and time management skills
- Strong digital literacy, and can utilise systems and applications to communicate and report
- Has proven high-level interpersonal skills to relate to a wide range of stakeholders, with the capacity to build positive, respectful relationships with students, parents, and colleagues, supported by cultural awareness
- High level of discretion and professionalism in handling sensitive and confidential information
- Ability to work collaboratively within a team environment, as well as independently when required
- Sound understanding of relevant legislation, policies, and best practices
- A clear understanding of, and alignment with, the College's strategic vision and values
- Commitment to working in a manner that fully supports the Principal and overall leadership direction of the College

Additional requirements

All employees of John Paul College are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the

position, including attendance at functions and events early in the morning, in the evening and on weekends.

- Accept that the College reserves the right to modify the position to meet its operating needs
- Assist and relieve in other positions from time to time.
- Demonstrate support for the College's philosophy, policies and procedures and core values.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.
- Support the College's core values and College's Christian Ecumenical ethos.
- This position involves working with children and will be subject to satisfactory employment screening for child-related employment in accordance with the law.

Qualifications

- Certificate IV in Sports Administration or similar is desirable but not essential
- Current First Aid certificate and CPR
- A Positive Notice Working with Children check (Blue Card)

Experience

- Experience in Sport Administration or similar
- 3+ years' experience in a similar role in a school or educational environment
- Experience with Meet Manager preferred

Selection Criteria

1. Experienced administrator with a track record in a similar role in a school environment.
2. Knowledge of sport and activities programs at John Paul College or ability to quickly acquire the required knowledge.
3. Knowledge of and expertise in establishing systems and processes for sport administration.
4. Ability to accurately prepare documents, reports, lists and communication essential to the effective administration of a diverse range of sports and community interests.
5. Above average information technology skills.
6. High attention to detail.
7. Ability to work under pressure.
8. Demonstrated time management and organisational skills with a proven ability to prioritise tasks to meet competing deadlines in a busy environment.

Other Award Conditions

Classification and Award Coverage

This position is covered by the Educational Services (Schools) General Staff Award 2020 (the Award), as amended from time to time, and is classified as School Administration Services Grade 5 Level 5.

Hours of Work

This is a full-time position on the basis of a notional 38 hours per week, worked Monday to Friday between the hours of 8am to 4:15pm, with a 40 minute unpaid rest pause daily. However, you should note that the nature and demands of your employment may necessitate your attendance for work at times, other than, and in addition to these hours. You are expected to comply with any reasonable directions of the College to this effect.

Annual Leave

Annual leave is provided in accordance with the Fair Work Act 2009 (Cth) and the Award, as amended from time to time. Full-time employees are entitled to four weeks of annual leave per year, or such lesser pro-rata amount for less than a full twelve (12) months of service. Annual leave loading of 17.5% is payable.

Uniform

You will be required to wear the College uniform as detailed in the College Uniform policy (as amended from time to time).

Superannuation

Superannuation contributions will be made in accordance with the Superannuation Guarantee (Administration) Act 1992 (Cth) to a complying superannuation fund of your choice, or to the College's default fund if no nomination is made. The College will contribute superannuation at the rate of 12.75% of your ordinary time earnings, which exceeds the minimum requirement of 12% under the Superannuation Guarantee.