Melbourne Archdiocese
Catholic Schools

IONA COLLEGE
GEELONG

# Iona College Geelong
# PE, Sport and Outdoor Education Administration Officer

The PE, Sport and Outdoor Education Administration Officer role is responsible for the effective coordination and delivery of administrative and logistical support for the College's Physical Education, Sport and Adventure programs. This position plays a key role in ensuring our College minimises our risks in this fast-paced environment whilst providing for the smooth operation of sporting events, excursions, and day-to-day activities within the PE and Sport department.

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| **REMUNERATION SCALE:** | Education Support- Category B- Level 2 |
| **FULL TIME EQUIVALENT:** | 1.0 FTE |
| **REPORTS TO:** | Head of Sport |

| **STATEMENT OF DUTIES** | |
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| **Key Responsibilities** | • **Student Attendance & Records:**<br>  ○ Follow MACS process for managing student attendance<br>  ○ Record and monitor attendance for PE, sport and Outdoor Education sessions.<br>  ○ Escalate student absence details to Leadership when necessary<br>  ○ Assist in generating reports and flagging attendance issues to relevant staff.<br>• **Permission Forms & Communication:**<br>  ○ Ensure consent/permission forms have all necessary information in order to ensure parent/guardians can make informed consent<br>  ○ Distribute, collect, and track consent/permission forms for excursions, sporting events and outdoor education activities/camps.<br>  ○ Communicate key information to students and parents regarding events, schedules, and requirements.<br>• **Transport Coordination:**<br>  ○ Manage all bus bookings for sporting events, camps, excursions, and carnivals.<br>  ○ Liaise with transport providers to confirm schedules and ensure timely communication with staff and students.<br>• **Venue Management:**<br>  ○ Organise bookings for internal and external sporting venues.<br>  ○ Maintain an up-to-date calendar of venue availability and usage.<br>• **Event & Carnival Support:**<br>  ○ Assist with the coordination and logistical planning of school carnivals (e.g., athletics, swimming, cross-country).<br>  ○ Coordinate excursions/GISSA/activities- this includes Student lists, consent, equipment, uniforms bookings, first aid, washing and communications. |

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| | ○ Help set up and pack down equipment on event days and provide onsite support.<br>• **Equipment Management:**<br>○ Assist with inventory checks and ordering of sports equipment and uniforms.<br>○ Maintain storage areas in an organised and safe manner.<br>• **Administrative Support:**<br>○ Assist head of sport with internal excursion permission documentation.<br>○ Assist head of sport with team management function for student representative sport<br>○ Provide general administrative assistance to the PE/Sport and Outdoor Education departments.<br>○ Assist with timetable scheduling, data entry, and updating records as required.<br>○ Maintain a central calendar of all school excursions and related activities. |
| **Professional Development** | • Commitment to the ongoing professional development in your role.<br>• Continue the development of ICT skills and technologies.<br>• Participation in the Annual Review Meeting process.<br>• Maintain professional competence and training.<br>• Uphold professional standards expected of this role. |
| **General** | • Model and celebrate behaviours that reflect the values of Catholic Education and represent the College in a positive and professional manner.<br>• Strive to achieve the College vision, mission, and goals.<br>• Contribute to a culture that engenders transparency, responsibility, and accountability.<br>• Attend all relevant directed activities and staff meetings.<br>• Attend whole school events as directed by the Principal.<br>• Undertake other duties related to this role as directed by the Principal, Deputy Principals, or Business Manager. |
| **Other** | • Undertake other duties related to this role as directed |
| **Key Relationships** | Internally<br>• Principal<br>• Deputy Principals and Business Manager<br>• Head of Sport<br>• PE, Sport and Outdoor Education staff<br>• Staff<br>Externally<br>• Parents and visitors<br>• Bus Companies<br>• External sporting venues |

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| **Risk and Occupational Health and Safety** | Staff at Iona College Geelong will:<br>• Comply with legislated occupational health and safety practices and participate in consultative processes.<br>• Observe safe work practices in accordance with training and instruction given.<br>• Identify, report and where appropriate, action risks/hazards to eliminate or mitigate against the risk reoccurring (risks arising in the workplace may be financial, site, task or person specific or related to safety).<br>• Promote and implement Occupational Health and Safety and risk mitigation processes within the College. |

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| QUALITIES AND CAPABILITIES | |
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| **Commitment to Catholic Education** | • An understanding of the ethos of a Catholic school and its mission.<br>• A commitment to Iona College Vision & Mission. |
| **Commitment to Child Safety** | • An understanding of child safety and appropriate behaviours when engaging with young people.<br>• A willingness to obtain a Working with Children Check and National Police Record Check.<br>• Be familiar with the legal obligations relating to child safety (mandatory reporting).<br>• Demonstrate an understanding of Victoria's 11 Child Safety Standards. |
| **Knowledge and Understandings** | • A comprehensive understanding of the College's policies and procedures, particularly around Excursions, consent and illness/injury identification.<br>• Use the appropriate avenues and resources when seeking support and clarification including when handling sensitive situations and information. |
| **Skills / Attributes** | • Strong organisational skills<br>• Strong attention to detail<br>• Strong communication skills |
| **Experience and Qualifications** | • Previous experience in the education sector is desirable but not essential. |
| **Other Requirements** | • Valid Working with Children Check.<br>• National Police Check.<br>• Have Australian citizenship or permanent residency or hold a visa with appropriate working rights.<br>• Comply with the Iona College Child Safety Commitment. |

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| **Contract & Conditions** | **Employment:** Ongoing.<br>**Commencement Date:**<br>Entitlements under the Catholic Education Multi Employer Agreement 2022 |
| **Authorised by** | Damian McKew- Foundation Principal |
| **Date** | October 2025 |

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