



LOURDES HILL COLLEGE

A School of *Good Samaritan Education*

Position Description

Administrative Assistant - Sport

Lourdes Hill College educates young women to embrace life and a passionate love of learning in a nurturing, inclusive and innovative Catholic learning community. We equip each person to reach their potential and boldly embody Benedictine values, listening actively with the 'ear of the heart'. Our overarching vision is to be universally recognised for empowering generations of young women to be a transforming Benedictine presence in our world.

Position Overview

The Administrative Assistant – Sport Department plays a vital role in supporting the smooth and effective operation of the College's sport program. This position provides high-level administrative, communication and scheduling support to the Director of Sport and Sport Development Officers. The role ensures that all sporting activities, training schedules, events and student communications are well-coordinated, timely and aligned with College expectations.

Duties and associated indicators of successful performance include:

Mission Stewardship

- Demonstrates humility, reflection, and relational presence in daily interactions, modelling the values of the Good Samaritan, Benedictine tradition, and the College.
- Actively participates in liturgical, prayer, and formation experiences that contribute to the faith and spiritual life of the College community.
- Integrates faith, values, and reflection into everyday work and relationships within the College.
- Contributes to College service, social justice, and formation initiatives as a practical expression of the mission and values.

Communication & Coordination

- Manage communication for the Sport Department, including student notices, parent updates, team announcements, and event information.
- Maintain clear, timely and professional communication channels between Development Officers, coaches, students, families and external associations.
- Prepare newsletters, updates, social media text and general sport-related notices as required.

Scheduling & Logistics

- Develop, update and distribute weekly sport schedules, training rosters, game fixtures and venue information.
- Coordinate booking of facilities, buses, equipment, and other logistics to support training and competitions.
- Assist in organising carnivals, trials, representative pathways and major sport events.



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Record-Keeping, Data & System Management

- Maintain accurate records of program participants, team lists, contact information and financial data.
- Enter relevant sports data into TASS, including extracurricular and sports groups.
- Maintain updated program resources, booklets, documentation and communication lists.
- Ensure compliance and qualification records for coaches remain current.

Administrative Support to Development Officers

- Provide daily organisational support to Sport Development Officers, ensuring they have accurate schedules, resources and contact information.
- Maintain databases, team lists, attendance records, and documentation related to student participation and consent forms.
- Support the monitoring of deadlines, compliance requirements and reporting obligations.

Operational & General Administration

- Maintain accurate records, filing systems and sport program documentation.
- Coordinate uniform and equipment orders in collaboration with Development Officers.
- Provide general administrative assistance to the Director of Sport.

Policy, Compliance, and Systems Support

- Adhere to College policies, procedures, and risk management practices in all administrative and operational processes.
- Assist with the preparation of compliance documentation and records as required.
- Support the implementation of emergency and risk management procedures, ensuring readiness and attention to detail.
- Promote consistency in administrative practices and contribute to ongoing process improvement.

Other Duties

- Any other duties as required by the Director of Sport / Head of Student Experience.

Other Information:

This role reports directly to the Director of Sport.

Key Relationships

- Sports Development Officers
- Sports Coaches
- External vendors
- Marketing, Communications and Community



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Qualifications and Experience

- Proficiency in Microsoft Office Suite and familiarity with school management systems (e.g., TASS)
- Strong organisational skills and attention to detail with the ability to manage competing priorities and deadlines
- Excellent interpersonal and communication skills with a commitment to confidentiality and professionalism

Term of appointment

This role is a full time, fixed term contract for 12 months, classified as a School Officer, Level 4 under the Catholic *Single Collective Enterprise Agreement Religious Institute Schools of Qld 2023-2026*.