

Sports Centre Administration Officer – Job Description

NLCS Jeju believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties and job scope, but not limit the employee, nor NLCS Jeju, to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

Our School is committed to safeguarding and promoting the welfare of children and young people. The School expects all teaching staff, non-teaching staff and volunteers to share and uphold this commitment.

Reports to: Bursar

Supervised by: Sports Centre Manager

The Sports Centre Administration Officer's role is to assist the Sports Centre Manager and the Director of Sport in the running of the Sports Centre and the sports programme of the school.

Duties include, but are not limited to, the following:

- Purchase supplies for the Sports Centre
- Researching, building and maintaining local community links for competitions, events and activities
- Communicating with parents to arrange billing for various activities
- Organise maintenance of sporting and Centre equipment
- Purchase supplies and equipment for the swimming pool Supervise Sports Centre access and activities
- Organise domestic sport trips and activities
- Organise International sport trips and activities
- Organise local sport trips and activities
- Book transport and food for sport activities
- Book local sport grounds and facilities
- Organise costs and create parent invoices Collect money from parents
- Organise documents for approval and payment

In addition all Administration staff are expected to:

Provide support for school functions and events

Provide support to the Bursar as required

Perform any other duties as assigned from time to time