

## Position Description

# Secondary Sports Assistant Doreen

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| <b>Purpose of position</b>           | The Secondary Sports Assistant - Doreen is responsible for the organisation, planning and implementation of the College Sport Program at the Doreen Campus. They will take direction from members of the Campus Leadership Team. The role serves the Mission and Vision of the College and is enacted in a manner consistent with the College values.  |
| <b>Staff Team</b>                    | Sport Team   |
| <b>Reporting to</b>                  | Doreen Campus Leadership Team  |
| <b>Location</b>                      | Marymede Catholic College and ELC:<br>- 60 Williamsons Road, South Morang<br>- 139 Eminence Blvd, Doreen   |
| <b>Classification</b>                | Education Support Officer Level 4, Category B  |
| <b>Salary and benefits</b>           | <ul style="list-style-type: none"> <li>Salary as per Catholic Education Multi Enterprise Agreement 2022</li> <li>Significant opportunities for professional learning</li> </ul>  |
| <b>Commencement date</b>             | May 2026   |
| <b>Employment conditions</b>         | <ul style="list-style-type: none"> <li>Full-time</li> <li>Ongoing position</li> <li>Hours of employment are: 8.00am to 4.06pm, Monday to Friday, 30-minute lunch break</li> </ul> <p>The successful applicant will be subject to a satisfactory National Police Record Check and Employee Working with Children Check.</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p> |
| <b>Qualifications and experience</b> | Relevant experience in sports administration.  |

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|  | <p>Experience in the education sector would be an advantage but is not essential.</p> <p>Relevant training and certificates to support the Sport Program (training can be provided by the College)</p> <p>A current Victorian driver's licence and access to vehicle.</p> <p>A current Working with Children Check.</p> <p>Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people</p> |
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## Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Work in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Organise, plan and implement the Sport Program at the Doreen Campus by:
  - Promoting the Sport program and managing student interest, registrations and team selection
  - Publicising the Sport Program through the newsletter and other forums
  - Completing administrative requirements of the Sport Program
  - Liaising with other schools, associations and external bodies
  - Attending and supervising Sport competitions
  - Booking Sport Program venues and umpires
  - Booking buses for external Sport Program events
  - Providing resources and support for coaches
  - Organising equipment and set up for training
  - Coordinating the use and management of uniforms
- Follow policies and procedures related to the Sport Program
- Promote safe practices in the Sport Program
- Implement operational guidelines and practices in accordance with the Sport Program
- Maintain records of the Sport Program
- Maintain asset registers for the Sport Program
- Supervise students while performing their normal duties but not instead of a teacher
- Foster the culture of Child Safety at the College
- Complete operational and administrative responsibilities including the assisting with the preparation and monitoring of relevant budgets and resource development
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

## Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Skills in organising, planning and implementing sport programs

- Skills in using the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams)
- Ability to manage competing priorities
- Clear and effective written and verbal communication skills
- A flexible and adaptable approach to work, with the ability to take ownership of tasks
- Ability to deliver continuous improvement and streamline task to achieve efficiency
- Proven ability to manage multiple tasks / projects and prioritise workload
- Ability to work autonomously as well as part of a team
- Ability to plan effectively, meet deadlines and multitask
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

## Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

All staff of the College are expected to understand and realise child safety and wellbeing related policies and procedures including:

- MACS Code of Conduct
- Child Safety Code of Conduct
- Child Safety Policy
- Child Safety and Wellbeing Procedures
- All policies can be located via: [POLICIES | Marymede Catholic College](#)
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Staff are expected to take very seriously their responsibilities related to:

- care for children
- supervision of children
- maintaining professional boundaries with children
- Mandatory Reporting
- Reportable Conduct Scheme
- Being aware of potential signs of harm for children
- Information sharing
- Record keeping

Please be aware that all staff, contractors and volunteers are required to have working with child clearances (Working With Children Check or VIT Registration unless there is a valid exemption). This is sighted, verified and recorded.

All staff, contractors and volunteers are required to have proof of identity sighted prior to entering the Campuses of the College or engaging in child-related work.

Please be aware that essential or relevant qualifications, history of work involving children, and references addressing suitability for the job and working with children are collected and recorded for staff, contractors and volunteers.

**Position description updated:**

**May 2026**