



APPLICATION AND APPOINTMENT PROCEDURE

Rugby Administrator

Part-time (16hrs/wk in term time, reducing in Term 4)

Fixed term (external funding dependent) for 2019

Rangiora High School is an equal opportunities employer. Applications will be considered on merit regardless of disability, handicap, marital or parental status, race, religion, gender or sexual orientation.

1. Closing date

- Applications for this position close at 12 noon on Monday 29 April 2019.

2. Method of Application

- Application should be made on the school's application form.
- Applicants may enclose additional curriculum vitae and other supporting material.
- A covering letter should be addressed to the Principal, Ms Karen Stewart.
- Application material will not be returned once the appointment has been made.

3. Referees

- Applicants are asked to provide the names and addresses of three people who may be contacted to act as Referees.

4. Short-listing

- Short-listing of applicants will be the responsibility of the Appointments Committee and will occur in the week following the close of applications.

5. Interview

- Interviewing will be the responsibility of the Appointments Committee.
- Applicants invited to an interview for this position will have their travel costs reimbursed where that is necessary.
- Applicants wishing to bring whānau or other support to the interview may do so at their own expense and should contact Mrs Faye Wallcroft, PA to the Principal, on 03 3118888 or faye.wallcroft@rangiorahigh.school.nz in advance so that suitable arrangements can be made.

6. Commencement of duties

- The appointee will be expected to commence duties as soon as possible after appointment.

7. Tenure

- This is a part-time fixed term (CRFU funding dependent) position for 2019.
- The appointee will be offered an employment agreement with the Board of Trustees. The appointee will be asked if they wish to become a party to the Support Staff in Schools Collective Agreement or to be employed on an Individual Employment Agreement.

- Should the appointee indicate a preference for the Collective Agreement they will be asked to indicate that they have nominated the NZEI as their bargaining agent and are therefore eligible to join this agreement.
- Should the appointee indicate they wish to be employed on an Individual Employment Agreement, the details of the agreement will be negotiated at the time of appointment. The Board has resolved to offer terms and conditions of employment, which reflect as far as possible those of the Collective Agreement.

8. Salary

- The salary offered will be in accordance with the Support Staff in Schools Collective Agreement and as appropriate to the appointee's qualifications, training and experience.

9. Professional Learning and Development

- All staff new to the school will take part in an induction programme and will be provided with advice and guidance through the school's professional support system.

10. General

- The school's Charter is available [here](#) on the school's website: www.rangiorahigh.school.nz

For further information or clarification, applicants are welcome to contact Mr Chris Quigley, Deputy Principal, on 03 3118888 or chris.quigley@rangiorahigh.school.nz

Rangiora High School



East Belt, Rangiora 7400
North Canterbury, New Zealand
Telephone +64 3 311 8888
admin@rangiorahigh.school.nz
rangiorahigh.school.nz

POSITION DESCRIPTION

Title:	Rugby Administrator
Tenure:	Fixed term (funding dependent)
Remuneration:	Commensurate with training and experience
Responsible to:	The Principal Director of Sport
Functional Relationships with: (internal)	Teaching Staff Support Staff Parents Coaches Managers Students
Functional Relationships with: (external)	RAIS Administration Co-ordinator CRFU Manager, Amateur Rugby CRFU Coach Development Personnel CRFU Referee Education Officer

Primary Purposes:

1. To promote and implement initiatives that will increase recruitment, retention and development of rugby players, coaches, referees and administrators in the school.
2. Carry out administration duties as required, to affect the smooth running of rugby in the school.
3. Manage and develop the relationship between the school and feeder rugby clubs to help minimise school leaver drop-off from rugby.

Tasks	Expected Outcomes	Performance Indicators
To work under the direction of and with the Director of Sport, Teacher in Charge (Rugby) and Executive Officer.	The Director of Sport, Teacher in Charge (Rugby) and Executive Officer develop a good working relationship with the Rugby Administrator.	A good working relationship is developed.
To complete a range of specific tasks.	<ul style="list-style-type: none"> a. Player recruitment & retention. b. Identifying key personnel to assist with coaching, management and parent liaison. c. Meeting with senior club(s) officials on a regular basis and developing a formal school-club(s) link. d. Developing links with feeder Primary/Intermediate Schools where appropriate e. Accessing funding needs and facilitating access to identified funding streams – sponsorship & grants. f. Actively promote rugby refereeing within the school. g. Completion of an annual activity plan including reports and templates h. Close liaison with CRFU Secondary Schools CDO & REO. i. Co-ordination and completion of player registrations. j. Carry out administration duties to affect the smooth running of rugby in the school. k. Recruitment of at least one coach per team and preferably a manager. l. Ensure all coaches and referees have completed RugbySmart. m. In conjunction with the Teacher in Charge (Rugby), identify coaches that require upskilling and ensure that they attend the appropriate CRFU coaching courses. n. Attending PU meetings as required. o. As appropriate review the need for club in school structure and if possible facilitate the creation of the running of such. p. Ensure school acknowledges volunteers involved in rugby via Volunteer Appreciation Plan 	All specific tasks are completed in a professional and timely manner.
Undertakes other tasks as may be assigned by the Director of Sport from time to time.	Assigned tasks will be completed in a professional and timely manner.	Assigned tasks are completed in a professional and timely manner.

DECLARATION:

I accept this position description.

Signature: _____ Date: _____

PERSON DESCRIPTION FOR RUGBY ADMINISTRATOR

PERSONAL QUALITIES

The person appointed to this position will:

- be energetic, organised, flexible and efficient.
- be able to work under stress.
- be unflappable and able to retain a keen sense of humour.

KNOWLEDGE AND UNDERSTANDING

The person appointed to this position will:

- be sympathetic to the needs of students from a wide variety of socio-economic backgrounds and educational abilities.
- be able to show an interest in education issues.

SKILLS

The person appointed to this position will:

- relate effectively to young people.
- have excellent oral and written communication skills with students, staff, parents/caregivers and outside agencies.
- relate effectively to parents/caregivers and outside agencies.
- establish priorities, define tasks and see them through to completion.
- have well developed ICT skills, particularly in relation to the use of email, internet and word processing software.

EQUITY

The person appointed to this position will:

- have an awareness of the intent and spirit of the Treaty of Waitangi.
- be culturally sensitive to students from all cultural backgrounds.
- demonstrate an awareness of the needs of male and female students.
- demonstrate an awareness of the needs of students with physical and intellectual disabilities.
- be able to work confidently and fairly with all staff, students, parents and caregivers.