



Stamford American  
INTERNATIONAL SCHOOL

## JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed

Position Title	Athletics Administrator	Reference: MAY2024CCA
Function/Department	Athletics & CCA	Location: Stamford
Manager Name & Title	CCA & Athletics Director	
Position Type	Permanent	
Position Status	Full Time	

### Position Objective

To facilitate and assist with the administration of the Stamford Athletic Department.

### Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If, in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the School's Designated Safeguarding Lead or to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to the relevant third party services.

#### Administration/Documentation

- Operate as the day-to-day Athletics and logistics point of contact.
- Create and share seasonal training, game and tournament schedule.
- Develop the Sports Memoirs, an annual recap of the SAIS athletics program.
- Awards
  - Sports Awards Night – create videos, presentation slides, invites, and certificates.
  - Order trophies, communicate events to the Stamford community.
- Work with Marketing on Yearbook content
- Maintain and update Athletics website
- Input ACSIS scores into the master document

#### Coach/Training Management

- Input all away games in Evolve
- Circulate Registration Forms for MS / HS seasonal teams
- Maintain and facilitate the team rosters
- Coordinate safeguarding and risk assessment with CCA Administrator

#### Communication

- Assist and coordinate athletic, parent, staff, and student communications.
- Assist with coach and parent meetings.
- Create the weekly myStamford communications, a weekly summary for parents.
- Manage the Athletics email inbox.
- Add content to Athletics TV.

**Competitions/Fixtures Management**

- Attend ACSIS leagues meetings.
- Organizing match and tournament officials.
- Ensure that team photos for all teams are taken
- Coordinate Athletics buses and transport arrangement for ACSIS fixtures
- Coordinate nurse / medical coverage for home games and first aid kits for away games
- Communicate weekly fixtures through email and online platforms.
- Assist in scoring of games taking place on campus.
- Ensure that equipment is prepared for training sessions and games.
- Assist with and coordinate the facilities scheduling for the Athletics program.
- Communicate regularly with Maintenance for all set up requirements.

**Finance and Procurement**

- Maintain accurate records of purchases.
- Ensure cost-efficient purchases and practices with the procurement team.
- Manage petty cash.
- Maintain current inventory of all equipment related to the school teams.
- Liaise with suppliers.
- Order supplies and equipment where necessary and when needed.

**Uniform Management**

- Manage the distribution of team uniforms.
- Maintain current inventory of all team uniforms.
- Make seasonal uniform and hoodie orders to maintain sufficient stock.
- Assist with any other related duties as required.

**Position Requirements**

- General knowledge, interest, and understanding of a wide range of sports.
- At least 3 years of administrative experience in a similar role.
- Experience in Office Administration. Advanced tech and communication skills.
- High level organisational skills, effective communication in written and spoken English, willing to adjust to the program's changing requirements and demands.
- Knowledge of Google apps and suite, various programs / software particular to role.

**Qualifications**

- Diploma or Degree, preferably in Sports Management

**Contacts**

- All CCA Office Staff
- SAIS Parents, students, coaches, teachers, and administrators
- All Vendors and external coaches, referees
- Operations, Nurse, Maintenance, Facilities
- Contractors and Service providers
- Lions Academies Staff
- SEASAC, ACSIS

**Working Conditions**

- School environment
- Independent and collaborative

## Terms of Employment

- Working Hours 9:30am – 6:30pm, Monday to Friday
- Annual Leave 21 working days
- Medical Benefits: Medical insurance provided where applicable
- Sick Leave/Hosp: 60 days hospitalization leave including 14 days sick leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required

**Stamford American International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment background checks are mandatory and appointments are strictly subject to confirmation that all reference and background checks are completed to the satisfaction of Cognita, Stamford's parent organization.**

**We are an equal opportunity employer and disallow discrimination of age, ethnic origin, nationality, gender, religion, sexual orientation, family status, pregnancy, marital status, medical or mental health history, physical characteristics or disability. We welcome applications from all qualified candidates.**

**Please note that only shortlisted candidates will be notified.**