

# Pymble Ladies' College

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## POSITION DESCRIPTION

**Title:** Administrative Assistant – Artistic Gymnastics

**Date updated:** March 2025

**Reports to:** Head Coach – Artistic Gymnastics

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## COLLEGE VALUES



Pymble Ladies' College has five core values which guide our behaviour and interactions with one another and affirm our commitment to the Christian heritage of Pymble Ladies' College and our identity as a school of the Uniting Church school in Australia. All roles, policies and procedures are underpinned by these values, and the expectation that students, staff, and the wider College community alike live our values every day.

**CARE** – I am kind to myself and others

**COURAGE** – I am open to new experiences to learn and grow

**RESPONSIBILITY** – I take ownership of my actions

**RESPECT** – I value diversity, my worth and the worth of others

**INTEGRITY** – I do the right thing, even when no one is watching

## POSITION SUMMARY

This role is responsible for assisting with the administrative tasks specific to the Artistic Gymnastics Program and is required to follow processes, tasks and procedures outlined by the Head Coach - Artistic Gymnastics.

## ROLE ACCOUNTABILITIES

- 1. Administration of the Artistic Gymnastics Program**
  - 1.1 Manage all administrative tasks for the Artistic Gymnastics program in line with the processes, tasks and procedures set by the Head Coach - Artistic Gymnastics.
  - 1.2 Complete all competition entries in a timely manner and complete charges for Artistic Gymnastics program.

- 1.3 Provide a high level of communication for all Artistic Gymnastic stakeholders in relation to administrative tasks.
- 1.4 Develop a strong understanding of the IPSHA and IGSA gymnastics system.
- 1.5 Provide administrative support to the Head Coach – Artistic Gymnastics.
- 1.6 Work alongside the Head Coach – Artistic Gymnastics in relation to College expectations.
- 1.7 Manage aspects of casual employees as far as timetable and timesheets are concerned.
- 1.8 Assist in the administration of student schedules that makes use of available time and is cognisant of the time demands for *Pymble* students.

## **2. Relationship Management**

- 2.1 Develop a strong, professional relationship with staff, students and parents at the College.
- 2.2 Notify the Head Coach – Artistic Gymnastics and the Sport Managers of any major issues as they arise.
- 2.3 Contribute to decision making processes that relate to effective Artistic Gymnastics administration in support of the College.
- 2.4 Embrace the concept of team and demonstrate a respect for the value of professionals working towards the attainment of a shared vision.

## **3. Communication**

- 3.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

## **4. Risk and Compliance**

- 4.1 Report directly to the Principal on any matters relating to child protection.
- 4.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

## **5. Professional Learning**

- 5.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

## **6. Other duties that may be required from time to time.**

## **PERSONAL CAPABILITIES**

- Willingness to support and promote the ethos and values of the College.
- Proficiency in the MS Office suite, including Word, Excel, Outlook and Teams.
- Advanced data entry and database management skills.
- High level of communication, both written and verbal.
- Excellent time management and to the ability to prioritise.
- Strong attention to detail.

- Prior experience in Artistic Gymnastics or Performing Arts competitions and processes is advantageous but not required. Support in learning further about Artistic Gymnastics will be provided.
- Demonstrated commitment to continuous improvement.
- Ability to demonstrate professional conduct and discretion at all times.