

Application for Appointment (Non-teaching)

Information Statement

The information you provide on this application form, along with any other information you supply, will be used by the College solely for assessing your suitability for positions for which you have applied. If unsuccessful, your information contained in this application will be destroyed on completion of the appointment process unless otherwise requested by you. If successful your personal information contained in this application will be held by and remain confidential to Nayland College. Under the Privacy Act 1993, you have the right (with certain exceptions) to request access to, and correction of, any personal information held by the College.

POSITION APPLIED FOR: **Sports Coordinator**
Permanent/Part-time (25 hours per week, term time only)

PERSONAL DETAILS

Full Name:	Mr/Mrs/Ms/Miss/Other:
Postal Address:	
Telephone Nos: Home:	Mobile:
Email Address:	
Ministry of Education Employment No (if previously employed in the education sector):	
Date of Birth: (Optional)	Gender: Ethnicity:
Emergency Contact Name:	
Telephone Nos: Home:	Mobile:
Are you a New Zealand Citizen/Resident* or do you hold a Work Visa/Permit*? (*Please circle as applicable. Relevant documents must be sighted.)	
Any other personal details relevant to your application for appointment:	

CURRICULUM VITAE

Please ensure your CV contains (or include on separate sheets) the following:

1. An outline of relevant qualifications and experience, including your current position.
2. The strengths and abilities you would bring to this position.
3. Those ex-curricular activities you are willing to assist with.

REFEREES

Please provide the names and addresses of two referees who may be contacted to provide information to support your application.

Name:

Address:

Phone:

Relationship:

Name:

Address:

Phone:

Relationship:

DECLARATION

Please describe any injury or illness, or other known conditions, you have that may affect your ability to effectively carry out the duties and responsibilities of the position:

Have you ever been convicted of **any** offence against the Law (apart from minor traffic convictions) or otherwise know of any reason you should not be employed to work in the school environment?

YES / NO (please circle)

If YES, you may be asked to provide a copy of the relevant court records and be asked to comment further.

- I solemnly and sincerely declare that, to the best of my knowledge and belief, the information given in my application for this position and in my CV is true and correct. I understand that this may be verified and that failure to provide correct and true details of any conviction may make me liable for dismissal from the employment of the Board of Trustees.
- I give Nayland College permission to seek information about my employment and personal background from nominated referees and previous employers. I understand that this information will be treated in complete confidence, and only used for staff selection purposes.

Applicant's signature:

Date:

Please return this form in an envelope clearly marked JOB APPLICATION to:

Daniel Wilson
Principal
Nayland College
Nayland Road
Stoke 7011
Nelson

School Ph: (03) 547 - 9769
Fax: (03) 547 - 3498

Email: belinda.lee @nayland.school.nz

It is the applicant's responsibility to ensure that this application reaches the Principal **before noon** on the specified closing date: **Monday 9 June 2025**.



NAYLAND COLLEGE

TE KĀRETI O NEIRANA

INFORMATION FOR APPLICANTS

Nayland College is held in high regard as an educational leader whose hard-working staff provide balanced educational opportunities that meet our students' needs.

VACANCY

POSITION:

Sports Coordinator

Permanent | Part-time, 25 hours per week, term time only

We are seeking a dynamic and enthusiastic person to join our hardworking sporting department. In this position you will be administratively supporting our sporting students, staff, coaches and volunteers.

Your key responsibilities will include:

- Assisting and supporting the Director of Sport to increase the participation and performance levels of students in the school's sport and physical recreation programmes.
- Liaising with our local community and regional sporting organisations.

Strong administrative and communication skills are essential, along with a sound work ethic, a passion for sport and an ability to motivate students.

Hours of work are generally within school hours, however some flexibility will be required where sporting activities run outside these times. This position is remunerated as per the Support Staff in Schools Collective Agreement, based on qualifications and experience.

We are located in the beautiful city of Nelson, giving you the opportunity to work whilst having access to all the natural beauty and lifestyle options the Nelson/Tasman area is famous for.

Applicants must have NZ residency or a valid NZ work visa. Any appointment is subject to a satisfactory police vet. A full drivers licence is required.



NAYLAND COLLEGE

TE KĀRETI O NEIRANA

APPLICATIONS:

Applications close at 12.00pm Monday 9 June 2025.

Please complete the attached application form, include a covering letter and CV detailing qualifications and previous experience, and either email or post to the details below:

Email: belinda.lee@nayland.school.nz

Address: 166 Nayland Road, Stoke, Nelson 7011

INTERVIEWS:

Shortlisted applicants will be contacted for an interview within two weeks of the closing date.

APPOINTMENT:

Appointment will be confirmed as soon as possible, and the successful applicant will commence their new duties at a mutually agreed date.

ADDITIONAL INFORMATION:

Enquiries to:

Belinda Lee, Executive assistant and Board Secretary

E: belinda.lee@nayland.school.nz

P: 03 547 9769 ext 800

Nayland College is an equal opportunities employer. Please contact the Principal if there is further information or if clarification is required.

Thank you for your enquiry.

Daniel Wilson

PRINCIPAL

SPORTS COORDINATOR

JOB DESCRIPTION

Employee:

Hours per week / Weeks per year: 25 hours per week, term time only

Tenure: Permanent, part-time

Responsible to:

- (i) Principal (Daniel Wilson)
- (ii) Director of Sport (Brendan Crichton)

Aim: To assist and support the Director of Sport to increase the participation and performance levels of students in sport and physical recreation. To assist the Director of Sport in managing the school's sport and physical recreation programme.

Duties		
1.	As a member of the staff of Nayland College you will be familiar and comply with the school's charter and policies	<ul style="list-style-type: none"> a. Positive professional relationships with all staff members are maintained. b. Contact with all students is on a strictly professional basis with the physical and emotional safety of the students being of paramount importance. c. Use a basic level of Te Reo Māori and tikanga Māori where appropriate, displaying an awareness and sensitivity to the needs of all students. d. School administration is supported. e. The hours of work, as arranged are followed. However, some flexibility is required upon mutual negotiation. f. The Director of Sport or Deputy Principal is informed of any absence from work immediately (illness etc) so that other arrangements can be made if necessary.
2.	Assist in maintaining functional relationships with stakeholders	<p>Key stakeholders being:</p> <ul style="list-style-type: none"> a. Senior Leadership Team b. Business Manager c. HOLA (Head of Learning Area) Health and Physical Education d. Sports coaches and managers e. Community sports organisations including regional sports trusts f. Parents and wider school community g. Sponsors.

SPORTS COORDINATOR

JOB DESCRIPTION

3.	Coordination and administration duties	<ul style="list-style-type: none"> a. Organise and administer all aspects of sports. b. Coordinate player registration, team trials and selections. c. Recruit one coach and one manager per team. d. Organise events including local, South Island and National tournaments. e. Develop and enhance links with Broadgreen Intermediate and local Primary schools including providing student coaches for their teams. f. Provide coaches and managers and referees with development pathways. g. Maintain inventory including distributing and collecting of uniforms. h. Administer and collect sporting fees. i. Assist Director of Sport with collection and publicising of results and draws. j. Assist with the promotion of Nayland College sports in local media. k. Promote and develop student coaches and umpires. l. Assist with new initiatives to increase physical activities opportunities within the school. m. Other tasks as requested by the Senior Leadership Team and/or Director of Sport.
4.	Professional Development and Review	<ul style="list-style-type: none"> a. The Sports Coordinator is expected to set professional goals and participate in the Nayland College Professional Development Process. b. PDP discussions with the Deputy Principal will help identify strengths, highlight issues needing resolution and confirm professional goals. The Sports Coordinator will undertake training identified as necessary. c. Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.

This job description may be reviewed annually at the discretion of the Principal.

(Principal)

(Employee)

Dated