

Sports Administrator

About the role

An exciting opportunity has arisen for a part-time Sports Administrator to join the team at Mount Roskill Grammar School in Auckland. In this dynamic role, you will be responsible for providing administrative support to the school's extensive sports programmes and activities.

What you'll be doing

1. Coordinate the scheduling and logistics of school sports teams, including organising fixtures, transportation, and equipment
2. Liaise with students, teachers, coaches, parents, and external organisations to ensure the smooth running of sports events and competitions
3. Maintain comprehensive records and databases of student participation, team rosters, and sports results
4. Assist with the promotion and marketing of sports programmes to the school community

What we're looking for

1. A genuine interest in sports and a passion for supporting student participation and development
2. Excellent organisational and time management skills with the ability to multitask and prioritise effectively
3. Strong communication and interpersonal skills, with the ability to build positive relationships with a variety of stakeholders
4. Proficient with IT systems and experience with online media
5. Experience in a similar administrative or sports-related role, preferably in an educational setting

About us

Mt Roskill Grammar School is a co-educational secondary school located in the heart of Auckland's Mount Roskill suburb. With a rich history dating back to 1953, the school is known for its strong academic achievements, diverse student population, and extensive extracurricular offerings, including a wide range of sports programmes.

What we offer

At Mount Roskill Grammar School, we are committed to providing a supportive and inclusive work environment. In this term time only role, you will have the opportunity to contribute to the vibrant school community and be part of a dedicated team of passionate sports lovers.

The role is a Grade 2 administration role within the Support Staff in Schools Collective Agreement.

If you are interested in this exciting opportunity, please apply now. Position to commence in Term 2 2026. Interviews may commence immediately.

Please forward your CV and cover letter to vacancies@mrgs.school.nz