



**BISHOPS**  
DIOCESAN COLLEGE

*inspires individuals*

**An Anglican Boys' School, rooted in Africa, providing a holistic and relevant education in a nurturing, and transforming environment. We are committed to developing men of principle and compassion.**

## **Bishops Prep Sports Coordinator**

The Sports Coordinator reports to the Deputy Head in charge of sport and assists teachers in charge of sports, both administratively and organisationally as well leading the Physical Education Department.

### **Key Duties and Responsibilities:**

- Phys Ed teaching and department management
- Assisting the Head of Sport in drawing up and managing the extra-mural programme
- Organisation of sports tours, festivals, and tournaments
- Assisting with onboarding of external coaches and management of salary payments
- Assisting TICs of sports with fixtures, catering arrangements, and online data capturing and information
- Liaising with Grounds Manager around fields, pitches, and pools
- Coaching seminars
- Close working with the school's Sports Performance and Wellness Programme and monitoring fitness levels
- Managing high performing athletes
- Assisting with the Pre-Prep sports programme
- Coaching at least one team sport a season

### **The successful candidate will:**

- A teaching qualification with Phys Ed as a major subject or a Sports Management Degree/ Diploma
- Experience in the education sector
- Experience in coaching boys' team sports at a high level
- A passion for sports and physical education
- Excellent organisational and administrative skills
- Excellent interpersonal and communication skills

**Interested applicants should click on the link below to complete the online application form by 17 March 2023.**

[online application](#)

**Only South African citizens will be considered for permanent post.**

[www.bishops.org.za](http://www.bishops.org.za)

**Please note only shortlisted candidates will be contacted by 31 March 2023**

Bishops, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer *Bishops is committed to transformation. In accordance with our Employment Equity Plan preference shall be given, but not limited to, candidates from the designated groups.*