



Sports Administrator

Commencement: 1 January 2027

Help lead & coordinate a vibrant school sports programme

Pinelands High School is a diverse, progressive public high school committed to excellence and the holistic development of young people. We seek an organised, approachable and enthusiastic Sports Administrator who combines strong administrative skills with the ability to guide people and contribute to a sports programme that encourages participation, development and achievement.

Reporting to the Director of Sport and working as part of a team, the successful candidate will coordinate sports administration and logistics, and oversee several heads of sport who will report directly to them. This is an active role combining office administration, sports management and a regular presence at practices, fixtures and events.

Key Responsibilities

- Oversee and support the heads of assigned sports, coordinating their planning, monitoring delivery and ensuring effective communication and accountability to the Director of Sport.
- Maintain sports calendars, fixture schedules, team lists and participation records, communicating arrangements and changes promptly.
- Liaise with coaches, staff, parents, other schools, officials and sporting bodies.
- Coordinate transport, venues, officials, competition entries, registrations, consent forms and other arrangements for fixtures, tournaments, tours and events.
- Support the administration of coaching appointments, attendance records and payment submissions.
- Maintain equipment and kit records, coordinate orders and assist with stock control.
- Assist with budget tracking, quotations, purchase requests and invoice processing in accordance with school procedures.

- Collate results and achievements for school communications, records and sports awards.
- Coordinate and assist with match-day and event operations, including practical arrangements for safety and first-aid provision.

The successful candidate will have

- A National Senior Certificate; a relevant qualification in administration, sports management or a related field will be an advantage.
- Relevant administrative experience, preferably in a school, sports club or similar environment.
- Excellent organisational skills, attention to detail and the ability to manage competing priorities.
- Strong computer skills, including spreadsheets, email, shared calendars and accurate record-keeping.

We are recruiting



Sports Administrator

Closing date: 10 November 2026

We are recruiting

- Clear communication skills and a warm, professional manner when working with students, parents, coaches and colleagues.
- The ability to coordinate and oversee others, exercise initiative and work independently within the priorities set by the Director of Sport.
- A commitment to school sport, student wellbeing, broad participation and competitive achievement.

Experience in running a major sport would be an advantage, as would experience in both coaching and sports management.



Working hours: Normal office hours as well as weekend duties are a requirement. Evening duties will also be required from time to time. Applicants must be willing and able to work flexibly around the sports programme.

Applications

Please submit a covering letter, CV, copies of qualifications and details of recent contactable referees to principal@phs.org.za, addressed to The Principal.

Email subject line: Application – Sports Administrator

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Appointment will be subject to verification of qualifications, references and appropriate safeguarding checks.

Pinelands High School is committed to fair employment practices and welcomes applications from suitably qualified candidates.

Only shortlisted applicants will be contacted. The school reserves the right not to make an appointment.