



POSITION DESCRIPTION

Position:	Aquatic Centre Manager
Department:	Aquatics
Reports to:	Director of Business
Commencement:	January 2023
Schedule:	FTE1.0, ongoing
PD Updated:	November 2022

Ruyton Girls' School is a forward-thinking independent K – 12 School with a long tradition of academic success and co-curricular achievement. Our focus is on preparing students for a lifetime of learning, leadership, and engagement in our global community. We are committed to child safety and have zero tolerance of child abuse.

POSITION SUMMARY

The Aquatic Centre provides aquatic education to Ruyton students, including PE classes, the GSV Swimming and Water Polo program, as well as a community swim school, with 1400 students. The Aquatic Centre Manager is responsible for overseeing the day-to-day operations of the Centre to ensure excellence in program delivery, facility maintenance, safety and compliance, and that services meet the needs of the school and community.

Schedule

Working hours are flexible between the two sessions. This will need to be mutually agreed with the Aquatic Operations Coordinator and the Director of Business.

- Monday – Friday 8.00am – 4.00pm OR
- Monday – Friday 10.30am – 6.30pm

Alternative working arrangements can be discussed further.

RESPONSIBILITIES AND DUTIES

Ruyton has a responsive organisational culture and, as such this role may be altered to adapt to the evolving needs of the School. The general responsibilities of Aquatic Centre Manager include but are not limited to:

Aquatic Programs

- Running the self-funding community 'Learn to Swim' program out of school hours
- Promoting a learning environment that ensures best practice training methodology and a growth mindset and supports the physical and emotional wellbeing of students in line with the School's philosophy and through liaison with school based staff
- Supporting the School PE swimming/aquatics programme through the provision of qualified teachers and lifeguards as required
- Participating in and teaching aquatic programs/sessions, as necessary
- Oversee the Squad program
- Develop Learning to Swim to Squad pathways

RUYTON GIRLS' SCHOOL

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- Oversee student assessments
- Cover in-water classes when emergency shift cover is required.

Safety and Compliance

- Ensuring the Aquatic Centre is compliant with all local, state, and national requirements and necessary certification required for operation
- Ensuring that all appropriate water, environmental, health and safety standards are maintained
- Ensuring that appropriate safety procedures exist and are enforced for staff and students
- Ensuring staff are appropriately qualified/certified and aware of health and safety policies and procedures
- Actively identifying and managing any safety risks and hazards to protect staff, swimmers, visitors, and take all practicable measures to ensure swimmer safety
- Understanding and adhering to Ruyton's Child Safe policies and procedures.

Facility Management

- In collaboration with the Maintenance department, oversee the physical aspects and maintenance of the Aquatic Centre including the plant room, water quality testing, climate control, cleanliness, and related maintenance
- Overseeing and coordinating the administration of the facility, including scheduling of facility operations and contract management
- Liaising with Business Administration re booking of the centre.

Team Leadership

- Overseeing the ongoing recruitment and succession planning needs of your team, in liaison with the People Experience Team
- Overseeing the training and certification of staff, including ongoing compliance training
- Mentoring Swim Teacher candidates to complete their qualifications
- Supervising the day-to-day activities of staff, including scheduling/rostering
- Providing leadership, support, and guidance to direct reports to ensure they understand and meet the expectations of their role
- Proactively and collaboratively setting goals and development plans with direct reports, aligned with Aquatic Centre goals
- Providing timely and constructive feedback to direct reports on a regular and ongoing basis as a part of leading their overall achievement and development
- Conducting performance reviews with direct reports as per the performance review process
- Complying with appropriate policies and employment law in relation to staff issues
- Leading Swim Teachers and Head Coaches
- Run quarterly training sessions for all Aquatic staff members.

Administration

- Managing the Aquatic Centre resources and budgets, including overseeing the purchase of equipment/resources as required, invoicing, and accounts payable
- Monitoring and maintain inventories of pool equipment and supplies

- Maintaining student records and ensure appropriate access and confidentiality of all student records
- Developing and maintaining records of facility usage
- Completing reports, reviews and administrative tasks as required
- Managing Point of Sale transactions.

Communication

- Maintaining clear and positive communication with swimmers, staff and parents
- Fostering a welcoming and positive environment for all swimmers
- Communicating information concerning the Aquatics Programs. E.g., via Wednesday Weekly and emails to parents (where appropriate)
- Oversee the completion of daily communication tasks, such as emails, phone calls and messages
- Being present on pool-deck to build rapport and relationship with Learn to Swim families
- Working collaboratively with the Director of Sport regarding scheduling and staffing of school swimming training sessions
- Working collaboratively with the Learning Leader of Health and Physical Education regarding scheduling and staff of the PE swimming programs.

EXPECTATIONS OF STAFF

Ruyton staff members are expected to maintain professional and responsible attitudes, and to communicate respectfully and effectively. All Ruyton staff members are required to:

- Treat each other with courtesy and respect
- Respect the right of each person to learn/work without disruption
- Accept responsibility for their own progress and development
- Accept responsibility for maintaining safe, clean, and pleasant surroundings
- Demonstrate self-respect and uphold Ruyton's reputation through their appearance and actions
- Understand and abide by all child safe principles
- Notify responsible staff promptly any occupational, health and safety issue/s which compromise the aim of maintaining a safe school environment
- Support the vision, ethos, and culture of the School
- Contribute to and support the strategic directions of the School
- Support all Ruyton policies
- Obey the law.

Personal Qualities

- Well organised and flexible
- Strong collaboration, communication and time-management skills
- Possess and encourage a growth mindset
- Patient and relationship-oriented
- Enthusiastic and conscientious
- Committed to continual personal and professional growth
- Professional presentation and manner
- Actively pursue excellence
- Balanced approach to life.

Working Relationships

- Learn to Swim Teachers and Development Coaches
- Learning Leader – Physical Education
- Director of Sport
- Finance Manager
- Director of Business
- Responsible to the Principal.

Essential Criteria

- Demonstrated knowledge and experience in aquatic facility operations
- Experience in leading and developing staff working in an aquatic facility environment
- Experience with financial and aquatic facility management
- A strong working knowledge of safety and compliance with a proactive approach to risk management, ensuring the safety of students, staff and visitors is the first priority
- Excellent communication and interpersonal skills with the capacity to work collaboratively and effectively across the School and Swim School environment
- Excellent customer service skills
- Demonstrate organisational skills with the ability to prepare timetables that make the best use of the facilities and meet demand from different types of users
- Ability to juggle a variety of tasks and competing priorities and work in a busy environment
- Strong administrative skills
- Excellent attention to detail.

Qualifications

- Pool Operator certificate
- Teacher of Swimming and Water Safety
- Teacher of Infants and Preschool Aquatics
- Teacher of Towards Competitive Strokes
- Lifeguard certificate
- Working with Children
- Hold and maintain Apply First Aid HLTAID011 (or an equivalent qualification) and Anaphylaxis Training
- Child Safety Training, including Mandatory Reporting provided by the School with our provider CompliSpace.

Desirable

- Experience in Swimbiz

TO APPLY

Applications should be emailed to Ms Linda Douglas, Principal, recruitment@ruyton.vic.edu.au by **midday Wednesday 30 November 2022**. No hard copies please.

Enquiries should be directed to HR, recruitment@ruyton.vic.edu.au

RUYTON COMMITMENT TO CHILD SAFETY

Ruyton are committed to ensuring we embed a Child Safe environment, in which all our children and young people feel included, empowered, respected, valued, and safe. As part of our ongoing commitment to child safety and wellbeing, we ensure all staff, volunteers and contractors understand and adhere to our Child Safe Program, including Child Safe Polices and ongoing Child Safe Training. Our Recruitment processes place people that support and reflect our Child Safety and Wellbeing values with the right qualifications and knowledge. Ruyton has a zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures. Please refer to our school website to read our polices <https://www.ruyton.vic.edu.au/our-school/policies/>.

This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position