



CAMBERWELL

GRAMMAR SCHOOL

POSITION DESCRIPTION

AQUATICS ADMINISTRATOR

CAMBERWELL GRAMMAR SCHOOL POSITION DESCRIPTION

Position:	Aquatics Administrator
Reports to:	Aquatics Manager
Type of position:	Casual (Monday, Tuesday and Thursdays: 2pm to 7pm)
Date prepared:	July 2018

SCHOOL MOTTO

“Spectemur Agendo” which means, “By our deeds may we be known”

CGS VALUES

Courtesy and Respect, Integrity, Innovation, Adaptability, Commitment, Accountability

POSITION OVERVIEW

The Aquatics Administrator has the responsibility of delivering exceptional customer service to users of the Camberwell Grammar Aquatic Program and also assists the Aquatics Manager with superior program delivery.

Key Responsibilities

- Maintain vigilant oversight of the security of the Centre with particular attention to unauthorised access by staff and students, and the locking of each area, especially the Pool Hall, when not in use.
- At all times, be alert to the potential risks associated with the various activities and intervene when appropriate. Conduct ongoing risk assessments in order to manage the risks that arise from the day-to-day operation of the facility.
- Maintain the First Aid equipment and materials stock in the Pool Deck first aid room.
- When necessary, act as Chief Warden and take charge of emergency and evacuation procedures within the facilities and maintain a working knowledge of the Centre’s Fire and Evacuation Warning System and Procedures, all fire equipment and security systems
- Manage enquiries via phone and email for the aquatics programs
- Provide excellent customer service to customers, both in person and over the phone
- Utilise the ENVIBE facility management system to process new members
- Manage aquatic stock and club uniform orders
- Follow up assessments and conversions to membership
- Confidently accept bookings and enrolments for programs and services at the facility
- End of day financial procedures
- Act as ‘shift supervisor’ in the absence of the Aquatics Manager
- Actively contribute to the provision of a clean and safe facility, ensuring compliance with the relevant legislative requirements
- Ensure daily routines are followed and that systems and procedures are maintained
- Conduct aquatic assessments for new potential members
- Assist with competition administration

Other Duties

- Perform various other duties as required

KEY RELATIONSHIPS & AUTHORITY

Internal

- Facility and Operations Manager
- Aquatics Manager
- Swim Teachers and Coaches
- Performance and Pathways Coach
- Duty Manager
- Lifeguards
- Business Manager
- Headmaster
- Director of Sport
- Head of Physical Education
- Maintenance Staff

External

- Program Users
- Suppliers
- Cleaning

Direct Reports

- Nil

Expenditure Authority

- Authority to incur School expenditure in line with approved authority limits

POSITION REQUIREMENTS

Knowledge & Skills

- Ability to administer first aid and provide leadership in the case of an emergency
- Exceptional customer service skills
- Exceptional communication and interpersonal skills
- Outstanding time management and organisational skills with the ability to juggle several tasks and responsibilities at once
- Strong computer skills in Microsoft Office as well as experience using bookings and course management software
- Previous experience in delivering customer service within the aquatic industry
- Previous experience working in an Aquatics area under the principles of best practice and safe pool operations
- Understanding of OH&S policies and procedures
- Cash handling and stock management experience
- Familiar with recreation industry programs and services
- A friendly, helpful nature with a willingness to learn
- Attention to detail and excellent interpersonal skills, with a strong work ethic and dedication to their work
- Strong administration background - essential

Qualifications

- Pool Lifeguard Award (Desirable)
- Level 2 First Aid, and CPR Qualification
- Working with Children Check
- Police Check
- AUSTSWIM Qualified (Desirable)

Competencies, Behaviours & Attributes

- Excellent oral and written communication skills
- Ability to manage individual and team priorities to deliver quality work to deadline
- Friendly, enthusiastic and professional approach
- Positively works to and actively demonstrate CGS's workplace values
- Attention to detail
- Work well in a team environment
- Proactive, can-do attitude, self-motivated
- Enthusiastic and passionate about delivering exceptional service
- Strong work ethic
- Demonstrated professionalism at all times
- Maintain confidentiality at all times
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively works to and actively demonstrate CGS's workplace values
- Ability to work flexible hours including evenings and weekends - essential

Child Safe Standards

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

Declaration

I, _____ (full name) acknowledge that I have read

and understand the **Aquatics Administrator** POSITION DESCRIPTION

Employee Name (print): _____

Employee Signature: _____ Date: _____

This Position Description is approved by:

Manager Name (print): _____

Manager Signature: _____ Date: _____

HR Manager Name (print): _____

HR Manager Signature: _____ Date: _____