



ROLE DESCRIPTION

CASUAL POOL ATTENDANT

ROLE PURPOSE

Inspired by the highest ideals of collaboration, cooperation, integrity and teamwork, a sports coach is an integral member of the Knox Sports and Aquatic Academy (KSAA). The Pool Attendant will be responsible for undertaking pool operation duties to the benefit of the Knox Grammar School Aquatic Centre users.

ROLE RELATIONSHIPS

The Casual Pool Attendant reports directly to the Aquatic Centre Manager.

ROLE RESPONSIBILITIES

The Pool Attendant will work to ensure that the safety and environment meets the standards and expectations of Knox Grammar School.

General

- Responsible for assisting the Aquatic Centre Manager in the efficient operation of the Knox Grammar School Aquatic Centre.
- Assist with requests for assistance from the Aquatic Centre Manager and other swim school staff.
- Implement the pool's guidelines on safety procedures and operations to ensure a genuine concern for user's safety.
- Assist the Aquatic Centre Manager to ensure awareness of all educational programs provided and promote them in a positive manner.
- Undertake basic pool maintenance, pool set ups, water quality checks, pool lifeguarding and first aid.
- Organise and lead emergency evacuation responses.
- Maintenance of equipment, cleanliness of the storage area and setting up and putting away of all equipment required for lessons.
- Create and file records of business activity as required, in accordance with the pools record management policy.
- Implement safe, efficient and effective programs and policies of the pool ensuring the resources are utilised effectively.

Application of School Sporting Policies & Guidelines

- Support and adhere to the School's uniform policy for students and coaches.
- Work with the Aquatic Centre Manager on matters related to the safe and efficient conduct of the program.
- Attend all program activities including coaches meetings and training sessions.
- Comply with mandatory training requirements as required e.g. Bravehearts Training
- Ensure all relevant qualifications are maintained on an ongoing basis.

Student Care

- Model exemplary behaviour reflective of the values and ethos of the School.
- Develop an effective working relationship and rapport with students.
- Undertake responsibility, as a coach, for the care of students.

Student Focus

- A coaching style that promotes student inquiry and active engagement in the learning process.
- A strong focus on achieving a positive learning experience and outcomes for the students, encouraging students to take opportunities to learn independently.
- Demonstrate ability to care for students in a sensitive and professional manner.

Professionalism

- Punctual for all coaching sessions and meetings, with equipment set up and ready.
- Ability to articulate and generate enthusiasm for learning.
- Presentation of a professional, dedicated and inclusive attitude and demeanour at all times.
- Capacity to operate as a collaborative and team oriented person in a professional work environment.
- Ability to work unsupervised.

QUALIFICATIONS AND SKILLS

- Senior First Aid Certificate
- CPR/Resuscitation Certificate
- Pool Lifeguard Licence
- Advanced resuscitation (preferred)
- Aquatics Operations Certificate (preferred)
- Current NSW Working With Children Check Number
- Well-developed communication and interpersonal skills, with an emphasis on building and maintaining quality relationships with all members of the School's community.
- Flexibility and the ability to adapt and operate effectively in a demanding and changing

WORK HEALTH & SAFETY

Actively support and contribute to the maintenance and development of a safe working environment:

- To report incidents or accidents to the appropriate staff as soon as possible.
 - To ensure equipment is maintained to a required and appropriate standard of use.
 - To report all maintenance issues to the appropriate staff as soon as possible.
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LENGTH OF TENURE & APPRAISAL

The Pool Attendant is appointed on a casual basis and will work as required Monday to Sunday with hours varying and will be expected to undergo processes of performance appraisal at regular intervals.

REMUNERATION

Remuneration for the Pool Attendant will be commensurate with qualification, skills and experience and in accordance with the terms and conditions of the *Fitness Industry Award 2010*. Superannuation Guarantee at the current legislative rate will be paid by the school in addition to the casual pay.

Please note:

All staff are required to provide the School with a current Working With Children Check Number in accordance with Child Protection Legislation