

Job Description

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| Position Title: | Aquatic Centre Assistant Manager | March 2025 |
| Reports To: | Aquatic Manager | |
| Area of College: | Aquatic Centre | |

Motto and Values

At the heart of St Cuthbert's College is our beloved motto: By Love Serve

For over a century, this simple yet powerful phrase has been the cornerstone of our College, guiding generations of students in leadership through service to others. As relevant today as it was in 1918, "By Love Serve" underpins everything we do at the college.

Throughout our rich history, this motto has become synonymous with what it means to be a St Cuthbert's girl.

Building on this legacy, our **SERVICE** values - a framework that encapsulates the spirit of the college.

Our values are intrinsically woven into our ethos of service:

- **SPIRIT:** We have confidence and pride in who we are and know that we are connected to something greater than ourselves.
- **EXCELLENCE:** We strive for our personal best for the greater good.
- **RESILIENCE:** We are strong in character and adaptable when approaching new challenges.
- **VALOUR:** We exemplify authenticity, courage and perseverance in matching our beliefs with action.
- **INTEGRITY:** We embody honesty and respect in our learning, communities and environment.
- **COLLABORATIVE:** We harness our diversity and unique perspectives, recognise the power of teamwork and strive for shared goals.
- **EMPATHY:** We care for one another, with kindness, compassion and humility.

These values not only reflect what it means to be a St Cuthbert's student but also embody the principles that we, as staff, strive to uphold and model every day.

Position Overview

This pivotal role involves:

- Assisting and supporting the Aquatics Manager and team in achieving day-to-day business objectives.
- Providing leadership towards the swim coaches and teachers.
- Maintaining plant room to a reasonable standard.
- Assisting and supporting the day-to-day business objectives.
- Ensuring all activities are consistent with and supportive of the Aquatic Centre plan.
- Consistently upholding professional standards and behaviours for both external and internal customers.
- Being conversant with all College systems, policies and procedures, including educational standards.
- Ensuring the professional image of the College is projected positively at all times.

The College reserves the right to review the Job Description as outlined below.

Key Accountabilities

Deliverables

- Support the Aquatics Manager to oversee all aspects related to function, day to day running of the Aquatic Centre (Swim School).
- Maintaining equipment and chemical stock levels – as communicated with the Aquatics Manager.
- Ensure you maintain minimum qualifications and training as needed for the role and duties.
- Teaching swimming techniques, strokes and Water Safety as per St Cuthbert's Swim School criteria.
- Provide coaching support and duties as needed.
- Support the Aquatics Manager with plant room duties.
- Conduct water tests and plant room checks.
- Support the Aquatics Manager with general maintenance duties.
- Support the smooth running of reception and the corresponding duties.
- Support with roster duties as needed.
- Respond to emergencies, accidents, and incidents according to College and Aquatics programme procedures.
- Attend all-staff meetings and contribute ideas and feedback.
- Accept additional tasks as reasonably requested.
- Step in to manage the facility in the absence of the Aquatics Manager.

Leadership

- Support leadership initiatives of the Aquatics Manager.
- Lead, mentor and motivate staff.
- Demonstrate empathetic leadership in the Aquatic Centre.
- Promote and support strong linkages across the College.
- Actively support Senior Leadership Team decisions and initiatives.
- Develop a positive, supportive and *By Love Serve* culture at the College.
- Represent the Aquatic Centre and College within relevant associations and events.
- Manage privacy concerns of all parties with care, empathy, and professionalism.

Training/Event Venues

- Support participation of St Cuthbert's College in various Auckland swimming pools.

General

- Foster openness by communicating effectively with team members at all levels.
- Influence and negotiate with senior leaders.
- Provide regular communication and feedback to staff.
- Conduct oneself professionally at all times, including personal presentation, demeanour, and when driving College vehicles.
- Being conversant with all College systems, policies, and procedures.
- Ensure that all College security procedures are maintained.
- Identify effective solutions to complex processes and problems.
- Undertake any other duties as required.

Financial

- Maintain accurate financial records.
- Pursue savings and cost-management objectives.

Professional Development

- Pursue ongoing professional development through best practices and research-led knowledge.
- Keep abreast of industry and professional knowledge.

Health & Safety Responsibilities

- Adhere to the College Health & Safety policies.
- Maintain safe and organised work areas.
- Know and follow emergency procedures.
- Ensure compliance with safety regulations.

The above key tasks, responsibilities etc. within this role are not meant to be limiting – rather to give an outline of essential duties of the position that may change from time to time, which will require flexibility.

Equal Employment Opportunity

St Cuthbert's College is an equal-opportunity employer committed to promoting equal employment opportunities.

Key Relationships

Internal Stakeholders:

- Principal
- Senior Leadership Team
- Operations Director
- Aquatics Manager
- Aquatic Centre Team
- Departmental Heads

External Stakeholders:

- College community: parents and alumnae
- Suppliers

Qualifications and Experience

- 5+ years of experience in swim school teaching/coaching and/or within swim schools in New Zealand.
- 2+ years of experience working in a pool plant room environment.
- Water test qualifications.
- Current first aid and lifeguard qualifications.

- Swimming NZ (AUS Swim) qualifications.
- Teaching and working within a swim school in New Zealand.
- Current knowledge of new techniques for water safety and swim teaching.

Skills, Competencies and Alignments

Key Competencies

- Outstanding interpersonal skills
- Strong writing skills
- Excellent communication abilities across all stakeholder groups
- Strategic thinking and problem-solving skills
- Strong organisational, planning and administrative capabilities
- Strong ILT skills and integrating ILT into practice

Personal Qualities

- High emotional intelligence
- Adaptable and flexible approach
- Empathetic and approachable personality
- Resilient and adaptable leadership style
- Results-oriented and self-motivated
- Proactive problem-solving mindset
- Professional demeanour and presentation

Values and Alignments

- An affinity with teaching/coaching
- Strong moral compass
- Commitment to the ethos and values of the College - *By Love Serve* principles
- Commitment to all-girls' education and empowering young women
- Cultural awareness
- Values community connections
- Awareness of & commitment to educational excellence, including best practice globally