



Epsom Girls Grammar School

Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

Values: Courage, compassion, curiosity, community

Position:	Aquatic Centre Manager
Hours:	40 hours per week 52 weeks per year with 4 weeks' annual leave
Responsible to:	Business Manager
Direct involvement with:	Business Manager/School Staff/Community
Primary responsibility:	To coordinate operations of the Aquatic facility and ensure a safe environment for school and community users' groups.

Key Tasks:

- Monitor plant and equipment.
- Oversee Aquatic Centre hirers.
- Ensure facilities are kept to a high standard.
- Administration duties associated with management of the facility.
- Scheduling of pool activities and events.
- Maintain operating procedures.
- Ensure that facility and health & safety rules are current and are upheld by hirers and staff.
- Lifeguard duties
- Leading a team of qualified lifeguards.

Key Skills:

- Ability to repair and maintain pool equipment.
- Excellent communicator dealing with diverse needs of the School and community.
- Systematic, organised, reliable.
- Experience in an aquatic facility preferable.
- Able to be proactive in resolving issues.
- Good computer skills.

The successful applicant should be:

- Hold a current first aid certificate (minimum) and/or current lifeguard award (training is available for suitable candidate)
- Attentive and have a keen eye for detail.
- Able to be flexible about the tasks required to operate the centre safely.
- Able to work unsupervised.
- Able to work with colleagues, coaches, parents, and the community.
- Able to work weekends, early mornings, and some evenings.



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