

Operations Coordinator – Part time – 0.6 FTE

Huntingtower School has a long tradition of educational excellence and consistently performs academically amongst the top schools in Victoria.

Our Sports & Aquatic Centre is a vital part of our community, supporting health, fitness and wellbeing for students and the broader community.

We are seeking a dedicated and experienced Operations Coordinator to join our vibrant team.

Reporting to the Swim Centre Manager, this role focuses on operational leadership to ensure the smooth, safe, and efficient running of the Centre. You will play a key role in managing compliance, safety and facility operations, while fostering a welcoming and professional environment for all patrons.

Key Responsibilities

- Supervise pool area operations always ensuring safety and professional standards
- Maintain water quality, plant operations and facility equipment through regular audits, checks and servicing
- Oversee contractors, operational compliance and ensure OHS requirements are met
- Act as HSAC Area Warden, coordinating emergency response preparedness
- Maintain operational records, including asset management, water quality, safety and incidents
- Build strong, positive relationships with patrons, staff, and community groups
- Provide outstanding customer service and support HSAC's community-focused mission.

You must possess:

- Minimum 3 years' experience in aquatics operations, including at least 2 years in a supervisory role
- Current SISSS001131 – Aquatic Technical Operator Skill Set qualification or willingness to get
- Demonstrated knowledge of water treatment, pool plant operations and OHS compliance
- Current First Aid, Asthma Management, CPR, and Anaphylaxis certification.
- Working with Children Check (Employment) and National Criminal Record Check.
- A commitment to providing a high level of customer service and well-developed interpersonal skills
- Ability to work independently and collaboratively under pressure
- Proven customer-service skills and a solution-focused approach
- Current LSV Pool Lifeguard qualification will be highly regarded

Why work for us?

- Be part of a supportive and professional team in a state-of-the-art facility committed to excellence
- Engage with a program that values safety, skill development and community wellbeing
- Opportunities for professional growth and leadership development
- Competitive remuneration
- Flexible 0.6 FTE appointment supporting work-life balance

Want to find out more?

A position description is available is detailed below.

If you are a dedicated, warm, supportive and professional person who would like to become involved in a caring Christian environment, please submit your application by **Friday, 17 October 2025** together with the names, addresses and telephone numbers of three referees to employment@huntingtower.vic.edu.au.

We will shortlist and interview high quality applications as they are received, and we strongly encourage interested candidates to submit their application as soon as possible. The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The school undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.

Position Description

Operations Coordinator (HSAC)

Nature of Role

The Operations Coordinator role is situated in the Huntingtower Swim and Aquatic Centre (HSAC), which is an integral part of the broader Huntingtower School community. HSAC serves both as a facility for school-based aquatic education and as a community hub for recreational and competitive swimming. As such, the Operations Coordinator plays a critical role in upholding the School's commitment to safety and service. Working collaboratively with the HSAC Manager and other Schools, the Coordinator ensures the smooth, safe, and efficient running of daily operations, aligning with Huntingtower's values and its dedication to student and community wellbeing.

The Operations Coordinator assists with the day-to-day operations at HSAC. The role includes responsibility for maintaining optimal water quality and chemical balance in accordance with public health regulations and safety standards, ensuring safe pool environments for patrons and staff. The Operations Coordinator will be responsible in ensuring the regular and proper maintenance of equipment and facilities is carried out to the highest standard and maintain Occupational, Health and Safety requirements for employees and clients in accordance with the School policies, procedures and legislation. The Coordinator will maintain the safe and positive atmosphere of the Centre which promotes patron safety, engagement and satisfaction. The coordinator will also assist where required with keeping the facility clean and tidy.

This role is a 0.6 FTE position, requiring attendance from 8.00am – 12.30pm, Monday to Friday. Additionally casual hours will apply if the Coordinator is required to attend HSAC in response to an unexpected situation affecting operations or safety.

Main Responsibilities and Duties

The Operations Coordinator is responsible for:

- Maintaining pool logs, pool updates, and incident reports
- Ensuring regular and proper maintenance of operational assets and facilities is maintained by implementing maintenance audits and schedules
- Ensuring that all supplies and assets are stored securely and are properly accounted for
- Maintaining pool equipment inventory, purchases and repairs
- Ensuring all areas of HSAC are cleaned and are hygienic for all patrons
- Checking and maintaining First Aid and Life Saving equipment daily
- Ensuring the Centre's objectives are being met in terms of emergency response preparedness, safety and security for all staff and community user groups.
- Ensuring the sanitation and cleanliness of the Centre is maintained to the highest standards by conducting regular checks
- Contractor management – Coordinate onsite works and contractors, ensuring compliance with site specific safety requirements
- Monitoring, reviewing and amending all documents relating to HSAC Operations to ensure compliance with administration and organisational policies and procedures and legislative requirements.
- Assisting with customer service as required

- Any other related duties as directed by the HSAC Manager or the School's Risk & Compliance Manager
- Supervising pool area and ensuring all staff are monitoring patrons and portraying professional behaviour at all times. Ensure no distraction or interference with the ability to hear and see signs of distress
- Ability to fill in as lifeguard (qualification added below)

Water Quality and Chemical Management

- Conduct and log multiple daily water quality tests including chlorine, pH, total alkalinity, calcium hardness, and other parameters as required
- Maintain accurate and up-to-date records of all test results and corrective actions
- Order and manage an adequate inventory of pool chemicals and water treatment supplies whilst not exceeding relevant storage limits
- Ensure safe handling, use, labelling, and secure storage of chemicals in compliance with MSDS (Material Safety Data Sheets) and WorkSafe Victoria guidelines
- Supervise and coordinate the regular servicing and operational readiness of all plant room and deck-based water treatment equipment
- Train and support staff to correctly conduct chemical checks and to safely manage and respond to chemical handling protocols in your absence
- Promptly address any irregularities in water quality or chemical levels and initiate immediate corrective action to ensure patron safety
- Respond to chemical incidents or spills in accordance with Centre policy, established WHS (Work Health and Safety) procedures and relevant MSDS (Material Safety Data Sheets).
- Liaise with external contractors to ensure compliance with all regulatory and safety requirements related to water quality, pool maintenance, and plant room operations, including ensuring that repairs to equipment are completed within 7 days
- Ensure regular servicing of all plant room and deck equipment

Records Management

- Adhere to relevant Records Management policies and practices to ensure compliance
- Ensure records are accurately maintained. E.g. asset management, water quality, safety, incidents, cleaning and customer feedback

Service Excellence and Customer Relationship Management

- Deliver accurate and effective communications to all stakeholders
- Work well under pressure and prioritise tasks
- Ability to build positive relationships, negotiate and problem solve
- Demonstrate a professional, helpful and friendly attitude
- Build and maintain a respectful and professional relationship with all patrons and staff
- Work well in a team and be prepared to assist others when required
- Excellent interpersonal skills and customer-service skills
- A firm belief in, and commitment to the mission, vision and core values of the School with an ability to articulate and promote these values

Qualifications

- Three years of related experience in aquatics area
- Current CPR/First Aid certification
- SISSS00133 – Pool Lifeguard Skill Set
- Comply with Guidelines for Safe Pool Operation
- SISSS001131 – Aquatic Technical Operator Qualification
- Demonstrated experience in water treatment and plant operation, supervision of staff and maintenance of plant and buildings

Position Requirements

- Possess mature judgment and sound decision-making
- Demonstrate the ability to work independently, proactively and collaboratively in a leadership role with minimal supervision or instruction
- Have knowledge of Occupational, Health & Safety legislation (highly advantageous)
- Bring experience in working within a School environment (desirable)
- Sit or stand for extended periods of time
- Perform tasks that require sustained concentration and attention
- Maintain sufficient strength, agility, and mobility to perform the essential functions of the role
- Demonstrate excellent customer service skills and work effectively with all stakeholders
- Prioritise tasks and manage time efficiently
- Think creatively with a proactive, solution-focused approach
- Communicate clearly and effectively, both in writing and verbally
- Use Microsoft Office Suite confidently, with strong spelling and grammar skills
- Understand and comply with information and communication security, including acceptable use policies
- Follow legislation, rules, policies, guidelines, and codes of conduct
- A positive history of working with children and experience in child-related work
- A strong belief in child safety and protection and a willingness to be actively engaged in the School's child safe culture
- A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment

Flexibility

- This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience
- The post holder is required to be flexible in developing their role in agreement with the Risk and Compliance Manager and Director of Business Operations

Key Relationships

Reporting to:

- HSAC Manager
- Director of Business Operations

Liaises with:

- Risk and Compliance Manager
- Director of People & Culture
- Swim instructors
- Contractors

Health and Safety

- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Promoting and supporting student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Being familiar with emergency procedures and being ready to implement them if necessary

Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives

Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct* and *Staff Code*