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## Position Vacant

### AFC OPERATIONS COORDINATOR PERMANENT, FULL-TIME

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Cranbrook School is seeking an experienced Operations Coordinator for our state-of-the-art Murray Rose Aquatic & Fitness Centre, based at the Senior School campus in Bellevue Hill.

#### ABOUT THE POSITION

This is a full-time permanent position reporting to the Head of Aquatics.

The Operations Coordinator will lead a team of Duty Supervisors, Lifeguards and Receptionists to provide an exceptional customer service experience and maintain safe operational standards.

Duties will include overseeing first aid protocols and incident management procedures, conducting daily safety and equipment inspections, managing regular pool testing and maintenance checks, monitoring the facility's presentation and cleanliness standards and implementing comprehensive staff training programs to ensure high-performance standards.

Working closely with the Aquatics and Learn To Swim teams, the Operations Coordinator will develop strategies that maximise facility utilisation and revenue generation. This includes managing commercial hiring and facility booking processes, analysing usage patterns, and recommending operational improvements to enhance the centre's efficiency and financial performance.

#### ABOUT YOU

You are an enthusiastic and experienced aquatics professional with a strong compliance and safety focus. You have a customer service approach to all interactions and are committed to providing an excellent user experience.

Capable of working collaboratively within a team, you possess an exemplary understanding of best practice pool operations.

You are an excellent communicator and possess high level organisational skills. You respond quickly and effectively to emergency situations and have a can-do attitude to solving problems.

#### SELECTION CRITERIA

- Previous experience as an Operations Manager or Centre Manager
- Aquatic Technical Operations (Pool Ops) Certificate
- Pool Lifeguard qualification
- Proficiency in the MS Office Suite, Meet Manager and Swim Central
- Experience leading a small team
- Excellent written and oral communication skills
- Highly organised with excellent time management skills
- A level of mobility that supports the ability to respond to a first aid / behavioural incident
- Current First Aid and CPR qualifications
- A firm commitment to safeguarding and promoting the welfare of children
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children.

**CLOSING DATE: 27 April 2025**

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#### HOW TO APPLY

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position. Applications should be submitted via email to [recruitment@cranbrook.nsw.edu.au](mailto:recruitment@cranbrook.nsw.edu.au). Details of at least three referees will be requested from the successful applicant.

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#### ABOUT CRANBROOK SCHOOL

Cranbrook is an Anglican, independent day and boarding school, Pre-school to Year 12.

Our vision is to be a world class school which encourages and enables all of our students to explore, enjoy and fulfil their potential. We lead our students to discover and make the most of their talents, to thrive in, and love the pursuit of, excellence. As a school we energise the educational environment by offering a rich and distinctive schooling both within and beyond the curriculum and give powerful pastoral support. Cranbrook builds resilience and confidence so that each student can face the challenges of the twenty-first century with personal confidence, intellectual versatility, academic hunger and optimism.

Cranbrook is an International Baccalaureate (IB) World School, and is accredited as an IB Continuum School, offering the PYP, MYP and IB Diploma Programme.

Cranbrook School is a child safe organisation. We actively promote the safety and wellbeing of all students and are committed to protecting our students from abuse and harm.

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#### WORKING WITH CHILDREN CHECK, VACCINATION AND WORKING RIGHTS

The successful applicant for this position will be required to hold a current NSW Working with Children Check clearance and be fully vaccinated with a COVID-19 vaccine.

Applicants must be an Australian citizen or permanent resident or hold a visa with appropriate working rights.