



Position Description

Position:	Aquatic Centre Manager
Position Status:	Full-time (1.0 FTE), ongoing
Classification:	Level 9 or 10 (subject to experience), in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Reports to:	Business Manager. All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College (PLC) is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



Context of the Role

The Aquatic Centre Manager provides leadership and operational management of the PLC Aquatic Centre and its programs, ensuring the Centre operates safely, efficiently, and in line with PLC's strategic, educational, and community objectives.

The role oversees all aquatic programs offered by the College, including curriculum programs, Learn to Swim and Water Safety, squad pathways, PLC Aquatic Club activities, external hirers and community program delivery. The role is accountable for ensuring the Aquatic Centre provides a safe, welcoming and high-performing environment for students, staff, parents, and the broader community.

In March 2025, PLC opened the [Joan Montgomery Centre](#), a state-of-the-art facility including a 50 metre eight lane pool, learn-to-swim pool, diving towers, and seating for 400 visitors. The Centre also houses gymnastics, basketball, strength and conditioning, and multipurpose teaching spaces. The Aquatic Centre Manager holds operational and strategic responsibility for the aquatic components of this facility.

Position Overview

The Aquatic Centre Manager leads and manages the entire aquatic program offering at PLC.

Responsibilities include strategic program development, operational management, financial oversight, staff leadership, compliance and safety governance, scheduling, community engagement, and the administration of club and external hire activities.

The role works collaboratively with Sport, Physical Education, Junior School, ELC, and relevant College departments to ensure an exceptional aquatic learning and coaching environment. The role also contributes to the broader success of the Joan Montgomery Centre by supporting whole-of-school events and fostering a strong culture of safety, professionalism and service.

Key Responsibilities:

The examples listed below are not exhaustive and reflect the broad areas of responsibility.

Leadership and Operational Management

- lead all aquatic programs across PLC including curriculum, Learn to Swim, Water Safety, squad pathways, PLC Aquatic Club (swimming, diving, artistic swimming) and external hire operations and programs
- ensure the Aquatic Centre operates safely and efficiently, with all spaces well managed and presented to a high standard
- oversee day-to-day operations including plant, water quality testing, maintenance schedules, incident response, and emergency procedures
- maintain the Aquatic Centre Operations Manual, ensuring processes are accurate and current
- ensure compliance with the Guidelines for Safe Pool Operations (GSPO), Life Saving Victoria requirements, and relevant State and Local Government health regulations

Program Development and Delivery

- develop, refine, and implement aquatic programs that align with PLC's strategic direction and educational mission
- ensure high-quality delivery of all College-run aquatic programs from ELC to Year 12, including curriculum swimming and water safety education



- oversee program pathways from Learn to Swim through to high-performance squads, ensuring consistency, progression, and measurable outcomes
- coordinate training schedules, squad structures, and coaching requirements
- manage PLC team preparation and support for GSV, SSV, and other inter-school swimming activities
- provide specialist coaching support for school programs where required

Program Development and Delivery

- manage PLC Aquatic Club administration including coach appointments, member registrations, competitions, performance tracking, meet entries, finances, and communications
- coordinate in-house competitions, Swimming Victoria ratified meets, and inter-school swim meets
- oversee all external school Learn to Swim contracts including staffing, program delivery, customer service and reporting
- support and grow community engagement initiatives to strengthen PLC's position as a leading aquatic provider

People Leadership

- recruit, induct, supervise, and mentor aquatic staff including swim teachers, coaches, coordinators, and lifeguards
- maintain staffing structures that support program quality, safety, and growth
- oversee rostering, ensuring adequate coverage, compliance with industrial agreements, and budget alignment
- conduct performance reviews and support professional development, including ensuring all staff qualifications and certifications remain current
- build a positive workplace culture based on teamwork, professionalism, and continuous improvement

Administration, Finance and Customer Service

- manage Aquatic Centre and PLC Aquatic budgets including income, expenditure, staffing costs, program financials and variance reporting
- ensure accurate billing, receipting, and financial administration for all programs and hire activities
- maintain accurate records including enrolments, assessments, attendance tracking, database updates, and compliance documentation
- ensure a high standard of customer service for parents, students, staff, club members, and external hirers
- oversee communication channels including emails, newsletters, website updates and notifications

Risk, Safety and Compliance

- ensure all aquatic staff maintain required qualifications including First Aid, CPR, AUSTSWIM, coaching accreditations, Lifeguard and compliance training
- conduct regular risk assessments and ensure appropriate supervision, ratios and controls are in place for all activities
- oversee incident reporting, follow-up actions and communication with the Risk and Compliance team
- ensure compliance with PLC policies including Work Health and Safety, Child Safety, Privacy and relevant operational procedures
- maintain high standards of emergency readiness including drills, training and documented procedures

Child Safety Responsibilities

- uphold PLC's Child Safety and Wellbeing Policy and Child Safety Code of Conduct
- complete all mandatory child protection training and ensure all aquatic staff do the same



- promote a child-safe culture throughout all programs
- respond to child safety concerns or disclosures in accordance with PLC procedures

Other Duties

- support College-wide events and activities as required
- attend staff meetings and professional development days
- undertake additional, related responsibilities as directed by the Business Manager
- ensure confidentiality and the privacy of College community members at all times

Key Relationships:

- Business Manager
- Learn to Swim Coordinators
- Swim Teachers, Coaches, and Lifeguards
- Facility Manager
- Director of Sport
- Head of Health and Physical Education
- Head of Early Learning Centre
- Head of Junior School
- Head of Senior School
- Students and Parents
- Physical Education Teachers
- Maintenance Staff
- PLC Business Office and Administration Staff
- Partner schools and associated sporting bodies

Mandatory Qualifications / Registrations / Certifications:

- relevant undergraduate degree in Sport Administration/Management/Science with an aquatics background, or equivalent experience managing another Aquatic Centre
- current AUSTSWIM certificate
- current Pool Lifeguard certificate
- current Employee Working With Children Check (WWCC)
- current certification, or willingness to obtain certification, through PLC-run programs:
 - Provide First Aid (HLTAID011) and CPR (HLTAID009) certificates
 - Asthma First Aid certificate
 - Anaphylaxis Management certificate
 - MARAMS - Protecting Children - Mandatory Reporting and Other Legal Obligations for Non-Government Schools (or equivalent)

Please note: Staff are required to maintain current certification and compliance training as required

Knowledge, Skills and Experience:

- demonstrated experience managing an aquatic facility or similar environment
- strong program management capability including scheduling, administration, and reporting
- understanding of aquatic safety requirements, GSPO and industry standards
- demonstrated ability to connect with and understand people of all ages, understanding the various communication styles and strategies necessary to build rapport
- well-developed administrative/ICT skills
- strong organisational and time management skills
- solutions focused attitude and strong problem-solving ability



Key Attributes:

- high level of personal motivation and energy
- excellent communication skills, displaying sensitivity and discretion
- high levels of confidentiality, trust, credibility, and honesty
- positive and proactive approach to students, peers, parents and members of the wider community
- appreciation for diversity and inclusion
- a highly collaborative team member with the ability to work independently as needed
- calm under pressure
- a strong work ethic
- ability to adapt and operate effectively in a challenging and changing environment
- commitment to striving for continuous improvement
- focused on building a culture of collegiality and professionalism within the Department
- a commitment to ongoing professional learning and growth in skills
- willingness to uphold the ethos and values of the school at all times

All appointments of General Staff are subject to a satisfactory National Police Check, at the expense of the employer.

Dr Emma Burgess
Principal

November 2025

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive