

# Role Description



## Sports Centre & Grounds Supervisor

DEPARTMENT/FACULTY	Property Services Department
REPORTS TO	Principal via Grounds & Sports Services Manager
LOCATION	Senior Campus / Regis Campus
TYPE OF EMPLOYMENT	The position of the Sports Centre & Grounds Supervisor is an ongoing, full-time position and the successful applicant will be required to work 38 hours per week, Monday to Friday.
INDUSTRIAL INSTRUMENT	Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025
CLASSIFICATION/GRADE/BAND	School Operational Services Level 5

Saint Ignatius' College Riverview (the College) is a Catholic, Jesuit boarding school for boys from Year 5 to Year 12. Situated on the beautiful Lane Cove River in Sydney NSW, it has an enrolment of over 1600 students. The College is conducted by the Society of Jesus and is part of a worldwide network of Jesuit schools and universities.

Established in 1880, the College is committed to an education for each student that proposes Christ as the model for human life by promoting the spiritual, academic, social, physical and experiential growth of its students.

The educational program at the College is dedicated to the holistic formation of the human person and does so through the pursuit of 'human excellence'. We seek to form, in companionship with parents, young men who are competent, committed, compassionate and with a developed conscience. We seek to form young men who are for and with others.

### ROLE PURPOSE

The Sports Centre & Grounds Supervisor is a member of the Property Services Department.

The Sports Centre & Grounds Supervisor has the primary responsibility for the effective management of the College's major indoor sports facility (the Gartlan Centre) and more broadly for providing support to the Grounds and Sports Services Manager.

The Sports Centre & Grounds Supervisor is required to manage the daily operations and supervision of the Gartlan Centre and to ensure a consistently high level of service is provided to internal and external users of the facility. In addition, the Sports Centre & Grounds Supervisor is required to assist the Grounds and Sports Services Manager in the effective management and promotion of the College's sports & grounds facilities.

### ROLE RESPONSIBILITIES

#### Primary Area of Responsibility

- Responsible for the efficient management of the day-to-day operation of the Gartlan Centre.
- Ensure that the pool water quality and all associated pool plant equipment are maintained to industry best practice standards.
- Ensure that all other Gartlan Centre equipment and its associated plant are maintained to the required industry best practice intervals and standards.
- Ensure that all Gartlan Centre policies and procedures are current and adhered to.
- Ensure that the Gartlan Centre is appropriately staffed at all times, including rostering of Pool lifeguards for all aquatic programs.
- Undertake Pool Lifeguard duties on pool deck as required.
- Provide supervision and leadership to staff. Provide induction and training to staff as required to ensure they have the necessary skills and knowledge to undertake their role safely and effectively.

- Ensure that all Gartlan Centre staff members have the necessary qualifications and certification to meet all compliance requirements.
- Work to generate a high customer service culture. Ensure constant and consistent communication with all internal and external clients of the facility and respond accordingly to their needs and information.
- Develop a strong collaborative relationship with all Gartlan Centre stakeholders, particularly PDHPE, Boarding, and Cocurricular to ensure that their needs are met.
- Ensure the Gartlan Centre is available for the curriculum and co-curriculum needs of the students and staff as a priority, and that the Gartlan Centre provides an opportunity for Boarding students to be involved in physical recreation outside normal school hours.
- Exercise appropriate control over and ensure the safe and proper conduct of all individuals using the facilities of the Gartlan Centre.
- Participate in the College budget process in consultation with the Grounds and Sports Services Manager to ensure that the needs of the Gartlan Centre are appropriately represented and resourced and that the budget allows for regular upgrading of resources and equipment.
- Ensure that the College Mission and the Values of the College are effectively integrated within the work of the Centre and in its policies and procedures.
- Carry out administrative duties and other duties and special events as directed by the Property Services team.
- Ensure that the Gartlan Centre operates in strict accordance with Work Health and Safety guidelines and that Risk Management procedures are reviewed on a regular basis

#### Other Areas of Responsibility

The Sports Centre & Grounds Supervisor will assist the Grounds and Sports Services Manager with the following duties.

- Assist with effective team leadership to ensure development of an efficient Grounds and Sports Services team, including all associated contractors.
- Assist to collaborate with the Head of Co-Curriculum, Sportmaster and PDHPE faculty to ensure that their needs are met in the preparation of the grounds and sports facilities.
- Assist with the supervision of the Colleges grounds and gardens contract to ensure KPI's are met.
- Assist to ensure the grounds services contractor remains compliant to safe work practices.
- Carry out daily, weekly, monthly or quarterly inspections of the grounds and sports facilities to ensure preparation and maintenance expectations are being met as instructed by the Grounds & Sports Services Manager.
- Assist with the procurement of services and resources in support of the grounds and sports facilities.
- In the absence of the Grounds & Sports Services Manager, the Sports Centre and Grounds Supervisor will be required to take on the responsibilities of the senior role.

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#### SELECTION CRITERIA

- Have experience supervising sports facilities.
- Have experience working within a school environment – preferable.
- Demonstrates excellent communications and time management skills.
- Demonstrates excellent organisational and prioritisation skills.
- High level of accuracy and attention to detail.
- Have experience working within a school environment – preferable.
- Exceptional customer service experience.
- Ability to manage and work as part of a team.
- Ability to build and foster relationships.
- Demonstrated ability to collaborate and work cross-functionally.
- Effective stakeholder management experience.
- Ability to remain calm under pressure.
- Hold a current Pool Lifeguard Certificate.
- Hold a Pool Operations Certificate.

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#### COMMITMENT

As a member of the College Community, you will endeavor to:

- Contribute to the building of positive relationships within the College community.

- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.
- Contribute to the welcoming atmosphere to those who visit or contact the College.
- Maintain confidentiality in respect of all information relating to the College.
- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the school and support it formally and informally within and beyond the school.

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#### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Safeguarding code of conduct. You will receive a copy of these guidelines/College's Code of Conduct as part of your induction. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

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#### **WORK HEALTH AND SAFETY (WHS)**

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.