



KINROSS WOLAROI  
— SCHOOL —

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# Recreation Centre Supervisor

**Candidate Information Pack**

**Closing Date: 30 January 2019**

January 2019

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## About Kinross Wolaroi School

**Kinross Wolaroi School** is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW central tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

## Further Information

For more information on the organisation, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au). Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School. There are also a number of videos showcasing the School at this link <https://vimeo.com/kinrosswolaroischool>

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## About the Position

### The position in context

The KWS Recreation Centre Supervisor is responsible for assisting the Recreation Centre Manager in the operation of the School's Anderson Centre and, when directed, other facilities.

The Recreation Centre Supervisor can expect to liaise with:

- Recreation Centre Manager
- Director of Co-curricular
- Students
- Athlete Development Co-ordinator
- Student Services Team
- Coaching staff

Duties related to the position include, but are not limited to the following:

Key Word	Duties
<b>Recreation Centre</b>	<p>Assisting the Recreation Centre Manager in the operation of the School's Anderson Centre and, when directed, other facilities</p> <p>Act as the principal supervisor of the facilities and oversee the activities of users of the facilities to ensure compliance with the School's Workplace Health and Safety and Conditions of Use policies</p> <p>Ensure that the facility is secure at the end of operations</p> <p>Ensure that the pool cleaner is serviceable and operational at the end of pool use</p> <p>Ensure that the pool chemical levels and plant room operations have been checked as serviceable</p> <p>Collect, secure and receipt monies from external hire groups as required</p>
<b>General</b>	<p>Attend to any other matters thought appropriate for the position and consistent with the skills of the incumbent as directed by the Business Manager</p>

## Professional Review

This position description as outlined above is intended as a framework for professional review

The School reserves the right to alter roles and responsibilities requirements as required

## Reporting

In all matters concerning their employment, all employees are ultimately *responsible* to the Principal. However in relation to this role, for practical purposes these functions are delegated to the Business Manager. For day-to-day operational matters the position will be *responsive* to the directions of the Recreation Centre Manager (the Supervisor).



## Selection Criteria

### General Expectations for staff at KWS:

Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School.

Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire.

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School.

Participate in staff meetings and training when required.

Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.

Maintain professional confidentiality concerning information about staff and/or students and their families.

Act as a member of a team, developing and supporting the philosophy and ethos of the team.

Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

### Working with Children (Criminal Record Checking)

The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment.

### Workplace Health & Safety

Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).

Observe Kinross Wolaroi School WHS Protocol.

Identify WHS information and training needs for self.

Be involved in WHS projects according to priorities set by consultative processes and management direction.

Comply with WHS initiatives as directed and agreed with management and consultative processes.

Comply with safe work procedures as instructed by supervisor or manager.

Comply with legal and reasonable instructions from employer representatives.

Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.

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### Personal Qualities

Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.

Cheerful disposition.

Ability to remain calm under pressure.

Willingness to support the mission and values of KWS.

Demonstrate a high degree of discretion, initiative and personal organisation.

### Essential Criteria

First Aid Certificate

Keen awareness of, and experience in, adhering to safety protocols

The ability to communicate effectively with supervisors, students and external customer groups

Be organised regarding day-to-day routine and detail

Be punctual and reliable in relation to duty days and times

Be of good health and physical fitness and able to maintain output in a physical environment

### Appointment Conditions

This position is a permanent part-time role. The hours of work are Monday and Tuesday between the hours of 5PM and 8PM and Sunday between the hours of 1PM and 8.06PM in each week of the school term (13.6 hours per week).

The employment fraction for the position is 0.26FTE.

The position is classified at the Maintenance and Grounds Grade 2 level of the School's Enterprise Agreement.

### Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

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## Application

To make a confidential enquiry about the position, please contact Kate Kenny, Human Resources Manager on 02 6392 0351 or [kkenny@kws.nsw.edu.au](mailto:kkenny@kws.nsw.edu.au)

Before submitting your application please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to [kkenny@kws.nsw.edu.au](mailto:kkenny@kws.nsw.edu.au)

or addressed to

Mrs Kate Kenny  
Human Resources Manager  
Kinross Wolaroi School  
Locked bag 4  
Orange NSW 2800

*Preferred applicants will be screened in accordance with Child Protection legislation.*

## The Recruitment Process

Below is some information on how the recruitment process works at Kinross Wolaroi School and expected timeframes:

- The position has been advertised using print and digital media.
  - All applicants will receive an acknowledgment of receipt within two working days. If you have not received an acknowledgement, you should contact the School to confirm receipt.
  - The initial shortlisting process will be completed within two weeks of the closing date.
  - First round interviews are scheduled for shortlisted candidates either face-to-face, via telephone or via skype within one month of the closing date.
  - Referee checking of the preferred candidates happens in the week following the second round of interviews. Referees will not be contacted without prior permission.
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