



<b>Job Title:</b> Fitness Instructor and Gym Assistant	<b>Pay Scale:</b> PPS2: 9.18 p/hr Monthly Claims basis
<b>Normal Place of Work:</b> Priory Pembroke Lifestyle Fitness and the Sports Centre	<b>Line Manager:</b> Sports Facilities Manager
<b>Role Summary:</b> To assist in the delivery of a safe and effective class programme to gym users. To ensure safe and effective day to day operations of the facility. To aid the Facility Manager in ensuring the Academies Sports and Community facilities are run effectively. Carry out new member inductions to the gym. Offer group and 1-1 instruction and assist in the development of the Lifestyle Fitness membership.	

## Aim

To deliver safe and efficient sessions in response to user needs, offer expert instruction and develop effective member engagement.

## Principal Accountabilities

- Provide safe and effective day-to-day supervision and operation of fitness suite.
- Deliver high quality services in line with 'the Priory ethos'.
- Be responsible for the function and presentation of the fitness suite whilst in operation.
- Be responsible for security of the building and contents whilst on duty, this includes the opening and locking up of the building(s) and facilities.
- Assist the Facility Manager in developing the membership.

## Job Content

- Ensure all activities are carried out in line with the Academies policies and procedures.
- Book inductions, reviews and general facility bookings using online diary software.
- Carry out fitness inductions and develop personal training programmes
- Ensure the safe use of equipment in the fitness suite by members.
- Ensure the facilities are well maintained, clean, safe and fit for purpose at all times.
- Deliver group fitness classes for which the post holder has the relevant qualifications.
- Ensure the site is secure and only accessed by Lifestyle Fitness members.
- Ensure maintenance and cleaning of equipment is carried out to the correct specifications as identified in the O & M manuals.
- Maintain good-working relationships with colleagues and members at all times.
- The post holder will be expected to work weekday evenings. Additional hours maybe required on a prearranged basis.
- To assist the Sports Facility Manager in promotion of the membership packages and letting of facilities to potential customers.
- Report any injuries or safety concerns to the Facility Manager immediately.
- Keep management informed of any accidents / incidents which occur on shift and to report any situation which may be a Health and Safety hazard.



- Such other duties as may be determined from time to time within the general scope of the post.

## Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Sports Facility Manager	To support and develop team working
• Sports Centre Customers	To ensure a high quality service is provided that meets the needs of the Academy.
• Sports Centre Staff	To support and develop team working
• Headteacher, SLT and Academy staff	To support and develop team working

## Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with the line manager.

## TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, and satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

## HOURS OF WORK

The facility opening times are 4:00pm-10:00pm Monday to Thursday, 4:00pm to 9:00pm Fridays and 8:00am to 5:00pm Saturdays and Sundays. Extended hours may be in operation during School holidays. Working hours will be within these times and may vary on a weekly basis dependent upon need.



## **HEALTH AND SAFETY**

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

## **CONTINUAL PROFESSIONAL DEVELOPMENT**

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

## **CONDITIONS OF SERVICE**

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

## **SAFEGUARDING STATEMENT**

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



## Person Specification - Fitness Instructor

	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
Minimum YMCA Level 2 Fitness Instructor (or equivalent).	✓		AF/Cert/IV
Spinning qualification		✓	AF/Cert
Other group fitness teaching qualification		✓	AF/Cert/IV
Additional Health and Fitness related qualifications.		✓	AF/Cert
First Aid at work		✓	AF/Cert
Clean driving licence.	✓		AF/IV
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/CURRENT)</b>			
Excellent knowledge and understanding of the fitness industry and be aware of the health issues of the community	✓		AF/IV
Able to work on own initiative or as part of a team	✓		AF/IV
Able to demonstrate and train members on techniques for using all fitness equipment including free weights	✓		AF/IV
Have a good level of personal fitness	✓		AF/IV
<b>SKILLS AND ABILITIES</b>			
Good communication skills	✓		AF/IV
Ability to work on own initiative and as part of a team but must be able to work alone at times which will be required as part of the role	✓		AF/IV
Ability to contribute to writing reports		✓	AF/IV
Ability to create session plans to cater for the variation of age groups as well as abilities	✓		AF/IV
Good planning and organisational skills	✓		AF/IV
Professional and responsive attitude and behaviour towards colleagues and clients.	✓		AF/IV
Be able to move equipment, training will be given		✓	AF/IV
Must have strong motivational skills and the ability to instil the ethos of The Priory in the Sports Centre users	✓		AF/IV



\*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

Cert = Certificate checked at interview

**Acceptance of the Job Description**

I have read and accept the content of the job description.

Signed Line Manager : .....

Dated: .....

Signed Employee.....

Dated.....