



## SHERBORNE Sports Centre

Sherborne Sports Centre is situated in the centre of the Abbey town of Sherborne. Redeveloped in 2023 it boasts significant facilities including a 25m swimming pool, two sports halls, various studios, a performance gym, a fitness suite, squash courts and a golf simulator. The users of the sports hall are students and staff at Sherborne School and Sherborne Prep School as well as members of the Sherborne Community.

Sherborne Sports Centre's mission is to provide sport for all at the heart of the Sherborne Community.

### **JOB DESCRIPTION**

#### **Sherborne School Recruitment and Selection Policy Statement**

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

<b>Job Title:</b>	<b>Yoga Instructor</b>
<b>Location:</b>	<b>Sports Centre, Sherborne School</b>
<b>Reporting to:</b>	<b>Sports Centre Manager</b>
<b>Hours of Work:</b>	<b>Hours of work are likely to be:</b> <ul style="list-style-type: none"><li>- Wednesdays, 5.15pm to 7.00pm (Staff Yoga, including 15-minute set up time)</li><li>- Saturdays, 10am to 11.00am</li><li>- Other times maybe available</li></ul>
<b>Salary:</b>	You will be paid at the rate of £26.26 per hour for every Yoga class delivered. Timesheets must be authorised by the Sports Centre Manager and submitted to the Payroll department by approx. 20 <sup>th</sup> to 25 <sup>th</sup> of each month. Salaries are paid monthly in arrears direct into nominated bank account.
<b>Holidays:</b>	You are entitled to receive a pro-rata holiday payment of 5.6 weeks per annum. This will be paid based on 1.867 weeks entitlement due at the end of each term. Each payment will be based on the average weekly earnings from the previous 52 working weeks.

**Pension:** The post-holder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of two months service. Where eligible the post-holder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Head of Human Resources (Bursary).

**Probationary Period:** In accordance with School policy, all appointments are subject to a six-month probationary period.

**Medical Self**

**Declaration:** The offer of appointment at Sherborne School will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.

**DBS Disclosure  
(Police Check)/**

**References:** As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

**Post-holder's**

**Responsibility:** You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

**Main Purpose:**

To lead Yoga sessions as directed by the Sports Centre Manager.

**RESPONSIBILITIES**

To deliver Yoga classes to Staff and Sports Centre Members.

**Qualifications/Experience:**

1. The post holder must be a Qualified Yoga Instructor (min 200 hours)
2. The post holder must comply with School Policies and Procedures
3. The post holder will have an awareness of and display commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
4. The post holder will be required to attend training sessions arranged by the School

**Training Requirement for the Yoga Instructor – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School**

<b>Training</b>	<b>To be completed by</b>	<b>Frequency of training</b>
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Emergency First Aid at Work Training	Within the first term of employment	As required

**METHOD OF APPLICATION**

**To apply via TES, please submit the online application form, available via the ‘Quick Apply’ button, by the closing date - *please do not send in a curriculum vitae as we are unable to use them when short listing.***

In the event of any queries please contact: ***Miss Emily Old, Recruitment Manager***  
***Human Resources***  
***Sherborne School***  
***Tel: 01935 810502***  
***Email: [hr@sherborne.org](mailto:hr@sherborne.org)***

**Closing date for applications: 9.30am – Monday 5 August 2024**

**Interviews likely to take place: Wednesday 14 August 2024**

**PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW DURING THIS TIME**

**Anticipated start date: ASAP**