



Woodrush High School

An Academy for Students Aged 11-18

**Woodrush Community Hub
Woodrush Sport and Leisure Centre**



Duty Officer Fitness Leisure Assistant
with Gym Development responsibilities
Application Pack



Advertisement

Duty Officer Fitness Leisure Assistant with Gym Development responsibilities

Location: Wythall, Bromsgrove near Birmingham, United Kingdom

Vacancy: 37 hours per week

Salary: £9.16 p/h

Start date: May 2018

***Free Gym Membership
Pension scheme available – LGPS
Up to 20 days paid Holiday
Training opportunities***

Be part of the growing success...

- Are you looking for an opportunity to have a key role in working alongside a Manager to oversee the operation of a Sport and Leisure Centre?
- Do you want to be part of the continuing centre development and team where your skills will help shape its success?
- Are you looking to expand your knowledge and skills in management?
- Are you looking for security in a contracted position?
- Do you want to be part of a Community Hub, which provides the community with excellent leisure opportunities, including Gym Memberships, Fitness classes, Sports Lettings and courses, children's parties, community classes, café, conferencing facilities and public library?

Woodrush Sport Centre – Rush Active

At Woodrush Sport and Leisure Centre, we are passionate about offering an outstanding service to our customers. The Centre, part of The Woodrush High School Academy, is located within Wythall, Birmingham, and is surrounded by 12,000 residents, and over 1,200 staff and students.

The Sport and Leisure Centre, which comprises of a fitness gym (Rush Active), full sized AGP, Sports Hall, Gymnasium, Grass Pitches and Tennis/Netball courts, is extremely popular and considered the centre of the local community. The centre provides the community with excellent leisure opportunities, including, Sports Lettings and courses, children's parties and fitness/community classes.

The Community Hub (opened in 2016) comprise of a 40 station gym, 110sq.m fitness/dance studio, a café, public library, community/youth centre and conferencing facilities, extending our offer into, Gym Memberships, Fitness classes and Catering.

The Sport and Leisure Centre is open from 6:30am – 10:00pm Monday – Friday and 8:30am – 6:00pm / 5:30pm Saturday and Sunday.

We are looking for a person who is able . . .

- To supervise and oversee the operation of the Sports Centre, Hub and Gym, ensuring the Health and Safety of all staff and customers.
- To ensure the highest standards of service are provided, aiming to maintain and increase sales and retention levels.
- To have a lead role in developing, co-ordinating and delivering our Gym Development Programme, and Personal Training Packages.
- To complete any required administrative, financial and marketing duties, to assist the Centre Operations.
- To direct and support the Group Exercise Fitness Instructors, Fitness Leisure Assistants and Casual Support Assistants, Cafe Manager and Assistants to fulfil their roles and responsibilities, ensuring that all procedures are adhered to.
- to maintain high 'front of house' standards and assist with the smooth running of the Sports Centre, Hub and Gym, including setting up equipment for customers and cleaning of facilities.

- To develop and act as lead co-ordinator in organising and delivering our Gym Development Programme and Personal Training Packages running alongside our Les Mills Timetable to increase income and provision.
- To actively seek out new memberships/custom and support management with implementing developed strategies and targets.
- To support the Assistant Managers and Fitness Instructors ensuring that all procedures are adhered to. To oversee the management of the Casual Support Assistants.

If you have the passion, skills and drive for this role, and would like to operate within a brand new build as a new and exciting team then apply now!

Woodrush is situated in a pleasant suburban area in North Worcestershire on the borders of Birmingham only 5 minutes from Junction 3 of the M42 and 15 minutes from Redditch, Bromsgrove and Solihull

Interested candidates please complete our application form which can be found on our website www.woodrushhigh.worcs.sch.uk and click on Woodrush Community Hub or cut and paste the link below to your browser.

<http://www.woodrushhigh.worcs.sch.uk/index.phtml?d=556959>

Alternatively email Mrs Julie Jarvis jjarvis@woodrushhigh.worcs.sch.uk to request an application pack.

Closing date first post: Friday 4th May 2018 (no later than 1pm)

Interviews: Will commence soon after

Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Posts are subject to an enhanced disclosure through the Disclosure and Barring Service. CVs will not be accepted in place of an application form.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role"

Information for Job Applicants

Dear Applicant,

Thank you for your interest in the post of Leisure Assistant within the Woodrush Sports and Leisure Centre.

Woodrush High School is an extremely popular and oversubscribed Academy. We have been judged as Outstanding in our last 3 Ofsted inspections, with the last inspection grading us as outstanding in all 4 categories; this is a standard that we are determined to maintain. Woodrush is also a Teaching School, a recognised National Support School and currently exploring opportunities to become a Multi-Academy Trust. We have a 'family' ethos that drives the development of strong professional relationships for all stakeholders within our organisation. Our students are enthusiastic, have a thirst for learning and range from 11 to 18 years of age.

We are justifiably proud of our position at the heart of a strong & supportive local community. We have a 'can do' attitude where we endeavour to systematically remove any barriers to learning ensuring all of our students make strong progress from their relative starting points.



We place great emphasis on all of our students achieving their full potential and achieving the qualifications that will enable them to successfully continue onto their next stages in education or employment. However our expectations go well beyond our strong academic performance. Students are encouraged to partake in a vast array of extra-curricular and enrichment activities, including countless opportunities for trips and visits locally and abroad. We also run a dedicated Aspire programme to support all students' personal development and welfare, ensuring that our students are fully equipped & skilled to meet the demands of the Twenty-first Century.

We are looking for an experienced Duty Officer Fitness Leisure Assistant who has plenty of energy, ambition and expertise; someone who is well organised, a people person, and will play a key role in the RUSH Active gym programme, and is thirsty to learn. They need an excellent flair for putting anxious customers at ease, motivate those who are starting out or fed up with previous experiences, and inspire those who are looking for something different. A person who can actively encourage membership, PT and class bookings to a variety of people with a bright personality, great attitude and enthusiasm; someone who is a hard working team player, ready to make this new venture a success.

I am committed to Woodrush's continual improvement and progress in every aspect and recognise that the Sports Centre is a vital part of this the continual development.

If you have the skills, drive and enthusiasm to complement our vision here at Woodrush then we would be happy to receive your application.

Kind Regards



Ms N. Rancins BSc PGCE NPQH
Headteacher



About Our School

Woodrush High School is an 'outstanding' mixed, comprehensive school of approximately 1000 students aged 11 to 18, including a sixth form of nearly 120 students. There are 70 teaching staff and approximately 60 support staff. The school is situated in a pleasant semi-rural residential area a mile to the south of the Birmingham City boundary. It is a six form entry school and is heavily oversubscribed, with applications coming from parents of students residing in Birmingham, Worcestershire and Solihull. Applications for admission in 2016 totalled 386 for 180 available places. The school, which was opened in 1957, enjoys an excellent reputation locally and commands much loyalty from families who have lived in the area for some time. Woodrush was designated a Teaching School by the National College for Teaching and Leadership in 2014.

Our examination results at GCSE are significantly above national averages and our students have an excellent record for achieving employment and admission to higher and further education.

Achievements in other fields are equally valued and there is a strong tradition of extra-curricular activities within school. Woodrush has teams in many sports, including: rugby, football, netball, hockey, cricket, tennis, basketball, athletics, rounders and cross-country running. There are residential outdoor pursuit weeks, visits to France and Spain, skiing trips, residential field courses, and visits to theatres. There are drama and musical productions and a high participation rate in the Duke of Edinburgh Scheme.



Students follow a broad and balanced curriculum leading to a full range of qualifications. At KS4 students follow a flexible curriculum depending on needs and ability. At Sixth Form level the school offers a range of AS and A level courses alongside an increasing suite of vocational subjects such as BTEC's. All students follow our 'ASPIRE' programme which aids the personal development of students and prepares them for life after Woodrush. The Special Educational Needs department is particularly strong, and offers considerable support to a number of students throughout the school. Students with physical disabilities are completely integrated within the curriculum of the school.

The accommodation of the school includes an assembly hall, kitchen and dining area, and two and three storey classroom blocks- much of which has undergone considerable refurbishment. There is specialist accommodation for Science, Technology, Art, Drama, Business Studies, and ICT, and more recently building programmes have provided high quality accommodation for Sports at the school and for community, Teaching school, Library, and Sixth Form area. Our sports facilities, including all weather floodlit artificial pitch, are open to the public as an evening and weekend sports centre.



We have four Houses at Woodrush High School (Brindley, Cadbury, Eliot and Lanchester). Students join a mixed ability tutor group on entry to the school and remain in that group until the end of Year 11. We have an agreed Code of Conduct and students are expected to and do behave well. Parents are very supportive and the school has an excellent reputation for creating high standards achievement and behaviour. Our school uniform, which is traditional in design, with a blazer, is worn by all students up to Year 11 and is strictly enforced. Students are encouraged to achieve the highest possible standards of which they are capable.

Woodrush prides itself on fostering a strong sense of community life and developing good habits of hard work and self-discipline. We aim to provide young people with an orderly, structured and supportive environment in which they can grow to maturity.

Why work at Woodrush High School?

We place learning and progress at the heart of everything that we do and regularly celebrate at all levels the excellent achievements of our students. We have a 'can do' attitude where we feel that nothing is impossible to achieve in order to improve our students chances in life.

Our success is based on the quality of the staff we have, in whatever role they play in school. We aim to continually improve and strive to excel in everything that we do. At Woodrush we work towards creating caring and positive relationships with staff and with our students. We are a community, where students and staff are happy to work together.

Our Staff Enjoy:

- Being part of a successful Outstanding school
- A fully supportive New Staff induction process
- The school's supportive network of colleagues
- Excellent opportunities for further development
- Local Government Pension Scheme
- On site gym with membership at reduced rates
- On site café and library



Job Description

Job Title:	Duty Officer Fitness Leisure Assistant With Gym Development responsibilities
Salary:	£9.16 per hour 37 hours per week
Location:	Woodrush High School and Community Hub
Responsible to:	Woodrush Sport and Leisure Assistant Managers Woodrush Sport and Leisure Development Manager
Acting as Duty Officer Responsible for:	Group Exercise Fitness Instructors / Freelancers Woodrush Fitness Leisure Assistants & Casual Site and Leisure Assistants Woodrush Leisure Cafe Manager & Assistants
Acting as Fitness Leisure Assistants Responsible for:	Woodrush Casual Support Assistants
Key Working Conditions:	37 hours (dependent on experience)
Contract:	12 months with a view to extend
Working days to include:	Weekdays, Week Evenings and Weekends.

Flexibility is required to suit the needs of the business and will include, weekday, weeknight and weekend shifts to support Centre opening hours. The successful candidate will need to be available and flexible regarding working hours in general, and will be expected to cover holidays and sickness when required.

Job Purpose:

Acting as Duty Officer, to supervise and oversee the operation of the Sports Centre, Hub and Gym, ensuring the Health and Safety of all staff and customers. To ensure the highest standards of service are provided, aiming to maintain and increase sales and retention levels. To have a lead role in developing, co-ordinating and delivering our Gym Development Programme, and Personal Training Packages.

To complete any required administrative, financial and marketing duties, to assist the Centre Operations. To direct and support the Group Exercise Fitness Instructors, Fitness Leisure Assistants and Casual Support Assistants, Cafe Manager and Assistants to fulfil their roles and responsibilities, ensuring that all procedures are adhered to.

Acting as Leisure Assistant (With Gym development responsibilities), to maintain high 'front of house' standards and assist with the smooth running of the Sports Centre, Hub and Gym, including setting up equipment for customers and cleaning of facilities. To develop and act as lead co-ordinator in organising and delivering our Gym Development Programme and Personal Training Packages running alongside our Les Mills Timetable to increase income and provision. To actively seek out new memberships/custom and support management with implementing developed strategies and targets. To

support the Assistant Managers and Fitness Instructors ensuring that all procedures are adhered to. To oversee the management of the Casual Support Assistants.

Principal Duties:

- To develop and act as lead co-ordinator in organising and delivering our Gym Development Programme and Personal Training Packages running alongside our Les Mills Timetable to increase income and provision.
- Maintain customer service standard, to ensure that the centre adheres to the Academy's and Sports Centres policies/procedures, practices and strategies including financial regulations and health & safety requirements.
- To undertake health and safety duties as detailed in the Academies and Sports Centre Health and Safety policy, ensuring all equipment is fit for use and set up safely for user groups, with any faults reported directly to the Sport and Leisure Assistant Managers.
- Undertake scheduled cleaning duties, inside and out, utilising appropriate materials, signage and personal protective equipment in line with the Centre's Health and Safety Procedures.
- Ensure all administrative tasks are completed accurately for all bookings and enquiries, and conducted efficiently in line with the Centre's policies.
- Carry out Gym Floor fitness duties, development tasks and customer relations.
- Lead and develop internal RUSH Gym Floor classes and actively seek PT clients.
- Undertake Gym Inductions when required, along with Gym Induction administrative tasks.
- To maintain and develop good working relationships with both internal and external customers including the Public, Schools, Community Groups, Sports Clubs and Officers of the Council.
- Assist the Sport and Leisure Assistant Managers and Fitness Instructor throughout shift.

To assist the Assistant Managers:

- In planning, development and organisation of the Lettings, Gym facility, Gym memberships, Fitness Programmes, Health Initiatives and Fitness Classes.
- In the development, organisation and monitoring of all Gym Memberships and Sports Centre Customers to ensure a high quality service, and are able to deal effectively and helpfully with customer enquiries, queries and complaints.
- In the day to day Financial matters relating to the Sport Centre and Lettings; till management and cashing up procedures in line with Centre's policies.
- To market, promote all aspects of the Centre.

When acting as Duty Officer,

- Responsible for the opening and closing of Hub and Sport Centre Facilities in line with Health and Safety Procedures.
- Maintain high 'front of house' standards and assist with the smooth running of the centre. To act as the responsible Officer in the absence of the Assistant Managers, and to manage the

effectiveness of other staff on shift, ensuring all tasks and duties are completed to the highest standard.

- Maintain customer service standard, to ensure that the centre adheres to the Academy's and Sports Centres policies/procedures, practices and strategies including financial regulations and health & safety requirements.
- To support the Site Manager with ensuring Health and Safety matters are reported and actions taken accordingly in line with procedures and policies. Particular areas of awareness will include, cleaning and maintenance of the Leisure and Letting facilities.
- To deal effectively with all bookings and effectively manage customer enquiries, queries and complaints. Ensure all administrative tasks are completed accurately for all bookings and enquiries, and conducted efficiently in line with the Centre's policies.
- To actively seek out new memberships/custom and support management with implementing developed strategies and targets.
- Responsible for day to day financial matters; till management and cashing up, ensuring all are conducted efficiently in line with Centre's policies.

General Duties:

- To provide cover for the Assistant Managers and Fitness Leisure Assistants where required including Annual Leave Cover.
- To be on call at established times for emergency operational cover.
- To follow The Academy's Safeguarding Policy at all times and report to Manager or Assistant Managers, any issues or concerns in line with the Academy's Safeguarding Policy.
- To follow the Sports Centre Normal Operating Procedures.
- To undertake health and safety duties as detailed in the Academies and Sports Centre Health and Safety policy.
- To maintain personal and professional development to meet the changing demands of the job, and participate in appropriate training activities as required by the Manager.
- To maintain and develop good working relationships with both internal and external customers and stakeholders, including Staff, Young People, the General Public, Schools, Community Groups, Sports Clubs and Officers of the Council
- To undertake other duties, training and or hours of work as reasonably required which are consistent with the general level of responsibility with this post.

Person Specification

Post: Duty Officer Fitness Leisure Assistant

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience	<p>Experience in working within a Leisure Industry environment.</p> <p>Experience in working within an office environment; dealing with members of the public, customer enquiries, concerns, bookings and administrative tasks.</p> <p>Experience in customer service - able to communicate with a wide range of people effectively at all levels.</p> <p>Experience in Management; leading and delegating tasks across staff/workforce.</p> <p>Experience of maintaining 'front of house' appearances, in line with Health and Safety obligations.</p> <p>Experience till management, money handling and cashing up.</p> <p>Experience of undertaking key Fitness tasks: Inductions, Reviews, Class Delivery, Fitness Programmes.</p> <p>Experience of working effectively with others to meet common goals.</p> <p>Experience of working with Adults, Children and Young People.</p>	<p>Experience in working within Education.</p> <p>Experience of Sport Activity Delivery.</p> <p>Experience of working with vulnerable adults, children and or young people.</p> <p>Experience in Gym Development.</p> <p>Experience in Leisure Lettings – understand Leisure Facility set-up.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Education and Training	<p>English and Maths GCSE or equivalent grade C or above.</p> <p>Minimum Level 2 Fitness Instructor Qualification</p>	<p>Evidence of further personal and professional training development relevant to the position e.g. REPs.</p> <p>Group Exercise Qualifications</p> <p>Coaching Certificates</p> <p>Sports Leadership Award</p> <p>High level of IT literacy.</p> <p>High level of Excel skills.</p> <p>Relevant Degree or equivalent.</p>	<p>Certificates</p> <p>Interview</p>
Development	<p>A desire to continue further professional development.</p>	<p>Actively involved in improving current level of qualification</p>	<p>Application form</p> <p>Interview</p> <p>References</p>

Knowledge and Understanding	<p>Knowledge of the Fitness Leisure Industry, and Management.</p> <p>Work constructively as part of a team, understanding roles and responsibilities and own position within these.</p> <p>Knowledge of cashing up procedures.</p> <p>Knowledge of Nutrition and Fitness relating to level of qualification.</p> <p>Ability to relate well to children, young people and adults.</p> <p>Equal opportunities.</p>	<p>Knowledge of Financial Reporting, and understanding Data Analysis.</p> <p>Knowledge of Health and Safety procedures, COSHH.</p> <p>Understanding of Marketing and Promotion.</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
Skills, Abilities and Attributes	<p>Ability to Manage situations; leading and delegating tasks across staff/workforce.</p> <p>Excellent communication, presentation and interpersonal skills.</p> <p>Excellent Administrative Skills, within a 'Front of House' environment.</p> <p>Ability to critically assess own performance, and of others, and act accordingly.</p> <p>Excellent personal organisation and self motivation.</p> <p>Excellent knowledge, expertise and enthusiasm to lead to development tasks.</p> <p>Ability to work to deadlines.</p> <p>Expectations of high standards.</p> <p>Ability to relate well to Children, young people and adults</p> <p>Ability to lead/coach various activities/sessions.</p>	<p>Sound ICT skills; MS systems.</p> <p>Sensitivity in collaborative work with colleagues within and outside Woodrush.</p> <p>The ability to be flexible in order to create effective solutions that are specific to Woodrush Sports Centre.</p> <p>Excellent attention to detail.</p>	<p>Application form</p> <p>Interview</p> <p>References</p> <p>Assessment tests</p>
Other Factors	<p>High standards of personal appearance.</p> <p>An enthusiasm for challenge, development and innovation.</p> <p>Demonstrates integrity and creativity.</p> <p>To be approachable.</p> <p>A proven record of good attendance and punctuality.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English' or 'The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post</p>		<p>Interview</p>

How to apply:

If you would like to join our outstanding team and apply for this post, please **complete the application form in full**.

Please note that incomplete applications may result in possible rejection from the shortlisting process.

Section One: Personal Details

Please ensure that all details are completed including your date of birth. This is to ensure that appropriate identity checks can be made. Ensure your NI number, email address and contact numbers are also included. For Teaching staff please make sure you include your Teachers number.

Section Two: Education, Training & Qualifications

Please complete this fully and ensure that you have proof available of your qualifications. If you are not in possession of this proof, please be aware that we will require your permission to contact the relevant awarding bodies prior to a firm offer of appointment, should you be successful.

Section Three: Employment/Work Experience

Please ensure that this section is completed fully. If you have gaps in your employment please indicate the reasons for this. This may be explored further in an interview.

Section Four: Supporting Statement

Please use this opportunity to show your suitability for this post as outlined in the person specification. Your letter of application, which should be no more than two sides of A4 should:

Section Five: Convictions/Disqualifications

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Section Six: References

Please provide two referees and their details. A telephone number or e mail address often makes this process easier and would be much appreciated. The references MUST include your current or most recent employer and will ask about your suitability to work with children. Open references or testimonials will not be considered. Please be aware that we may approach previous employers to verify particular experience or qualifications.

Section Seven: Declaration

Please be aware that by signing the declaration you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC) and that you either have no convictions, cautions or bind-overs, or that you have attached details of these in a sealed envelope. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post should you be successful.

Please be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

Safeguarding:

Please note that Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment

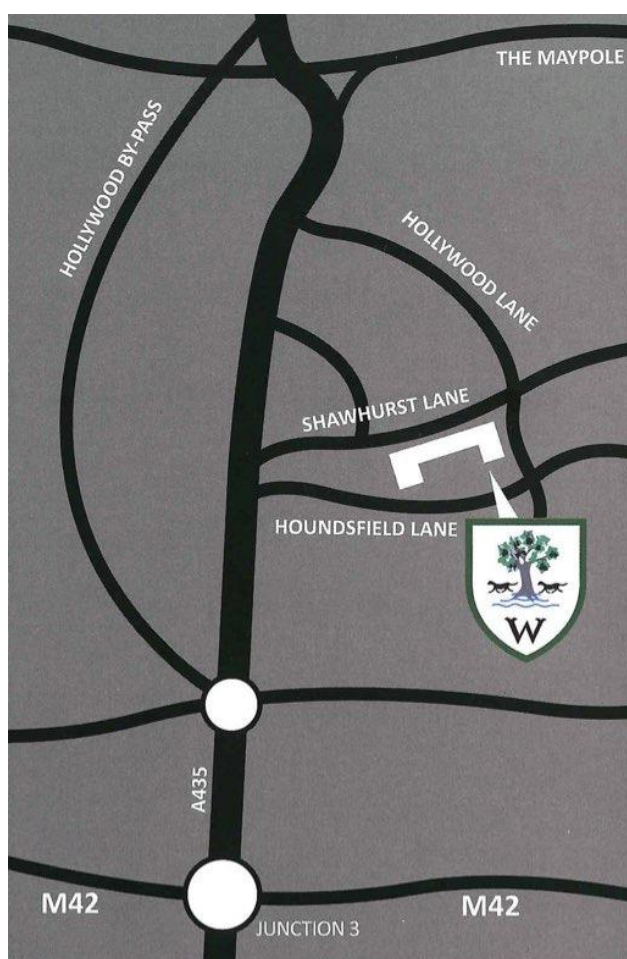
Woodrush High School

An Academy for Students Aged 11-18

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Wythall
Worcestershire
B47 5JW

Tel: 01564 823777
Fax: 01564 820092

Email: office@woodrushhigh.worcs.sch.uk
Web: www.woodrushhigh.worcs.sch.uk



By Rail

A train from Birmingham Moor Street to Whitlocks End will take around 20 minutes. A taxi from Whitlocks End Station to Woodrush High School will cost about £5.00.

A train from Birmingham Moor Street to Wythall Station will take about 20-25 minutes. This service is less regular than the service to Whitlocks End. A taxi from Wythall Station to Woodrush High School will cost about £4.50.

A2B Taxis- 0121 733 3000

By Car

From junction 3 of the M42 take **A435** exit to **Birmingham**.

At the roundabout take the third exit signposted Wythall/Hollywood. Follow this road until you pass a group of shops on the right (including Spar). Turn right onto Shawhurst Lane. Woodrush High School is on the right. (Postcode for Sat Nav. is B47 5JW)

There is limited parking at the front of school or alternatively please use the Sports centre Carpark situated to the left of the school main gates.

Please press the buzzer for Woodrush and the Receptionist will answer. Please park and come to the main school reception which is clearly sign posted