

## **JOB DESCRIPTION**

<b>POST TITLE:</b>	Variable Hours Fitness Instructor
<b>GRADE:</b>	£8.33 per hour plus £1.42 per hour holiday pay
<b>WORK ARRANGEMENTS:</b>	As and when required
<b>DEPARTMENT:</b>	Applied, Academic and Service Industries
<b>RESPONSIBLE TO:</b>	Curriculum Operations Manager
<b>RESPONSIBLE FOR:</b>	<p>The operation and routine maintenance of Fitness Suite equipment. For induction and assisting clients in the use of the equipment and ensuring correct changes and financial records are made.</p> <p>To support the College's vision to become and sustain outstanding.</p> <p>At all times carrying out the duties and responsibilities of the post in compliance with the College's Equal Opportunities Policy and Health and Safety Legislation.</p>

## **PURPOSE OF THE POST**

Strive to achieve consistently outstanding provision

## **DUTIES AND RESPONSIBILITIES**

1. Opening and closing of the Fitness Suite, ensuring that security is maintained and that the suite is left in a clean and tidy condition.
2. Performing reception duties to include; dealing with telephone enquiries and liaison with designated staff about bookings; general customer care and dealing with routine enquiries; registering membership; taking of cash; following of financial procedures; provision of daily balances.
3. Maintaining equipment and reporting of any faults.
4. Providing induction training to clients to ensure correct use of equipment and to comply with Health and Safety and insurance requirements.
5. Informing the designated person of stationery and material stocks required.
6. Maintaining notice boards as required.
7. Liaising, through the Directorate, with the Building Development Manager on all issues relating to the physical fabric of the Fitness Suite.
8. Providing a fitness testing service using appropriate computer software or being willing to train in order to provide this service.
9. Giving clients appropriate fitness programmes to follow on the fitness equipment.

10. Willingness to learn how to operate and prepare material for a computer terminal facility
11. Undertaking training as required by the College in order to accommodate flexibility within the departmental structure.
12. Undertaking training to be able to assist disabled users in the Fitness Suite.
13. Dealing with Community groups and providing programmes and relevant administration procedures.
14. 20. Undertaking exercise classes as and where appropriate

## **GENERAL**

1. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.
2. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
3. Promote a positive image of the College and the work that is carried out across its various services.
4. Comply with all legislative and regulatory requirements.
5. Apply the College's own Safeguarding Policy and practices and attend training as requested.
6. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
7. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

## Person Specification

<b>Post:</b>	Variable Hours Gym Instructor	<b>Department:</b>	Sport and Public Services
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<b>Key Requirements:</b>	<b>Essential/ Desirable</b>	<b>Assessed</b>
<b>Qualifications:</b>		
NVQ Level 2 Instructing Exercise and Fitness GYM (or equivalent)	<b>E</b>	<b>A</b>
Relevant qualifications to deliver classes	<b>D</b>	<b>A</b>
GP referral	<b>D</b>	<b>A</b>
NVQ level 3 Personal Trainer (or above)	<b>D</b>	<b>A</b>
<b>Experience:</b>		
Working with people	<b>E</b>	<b>A/I</b>
Instructing group exercise	<b>D</b>	<b>A</b>
<b>Skills/Knowledge:</b>		
A solid understanding of exercise theory and contra-indications to exercise	<b>E</b>	<b>A</b>
To be able to provide a full range of disciplines for exercise	<b>D</b>	<b>A</b>
ICT Skills	<b>D</b>	<b>A</b>
Excellent Customer Service Skills	<b>E</b>	<b>A/I</b>
<b>Qualities:</b>		
Personable	<b>E</b>	<b>I</b>
Ability to work as a member of a team	<b>E</b>	<b>A/I</b>
Have excellent interpersonal and communication skills	<b>E</b>	<b>A/I</b>
Flexibility to work shifts as and when required	<b>E</b>	<b>A/I</b>
<b>Other Requirements:</b>		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	<b>E</b>	<b>I</b>
Full commitment to Equal Opportunities and anti-discriminatory working practices	<b>E</b>	<b>I</b>

**E = Essential      D = Desirable      A = Application      I = Interview      T = Test**

<b>Produced by:</b>	Tracy Potts	<b>Date Produced:</b>	June 2019
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