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### Role Description

Business Area: Sports Arena

Job Title: Gym Instructor

Salary Scale: Quest F Points

Location: Hopwood Hall College

Accountable to: Arena Supervisor

Hours of Duty: 20 hours per week

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

### To control and act as a fitness advisor and leisure attendant within the sports facilities, at Hopwood Hall College. To assist in ensuring the facilities can function effectively for both College and community usage. To ensure that all users enter the premises in accordance with laid down procedures and that a full and professional service is provided.

### To undertake a wide range of duties, including use of till systems and booking management systems, filing and administration, dealing with customer enquiries, stock control, cash handling, cleaning duties, health suite duties, control of all indoor and outdoor sport facilities, and the moving and setting up of equipment as required.

### Duties

1. To provide a welcoming environment to all visitors.
2. To issue a safe fitness programme to each individual in correspondence with a signed health declaration, recommending appropriate exercise prescriptions and advice, so that members are physically able to participate in all activities.
3. To assist in safeguarding the security of equipment, users and the building, by carrying out regular checks as directed by the supervisor or manager.
4. To ensure implementation of all fire prevention procedures, and fire evacuation procedures are followed at all times.
5. To provide a first aid service as and when required.
6. To effectively demonstrate, observe and evaluate members to ensure they have a safe operational knowledge of the fitness suite and its equipment.
7. To ensure continuous development and improvement of professional knowledge.
8. To work in co-ordination with the Sports facility staff and to provide cover as necessary in the absence of staff.
9. To be responsible for advice and support to members/general public and curriculum, appropriate to your skills and qualifications, including the directing of activities for users to prevent injury, misuse or damage to facilities.
10. To maintain and process information using both computerised and manual records.
11. To participate in a cleaning rota as designated by the centre manager including internal and external area’s and basic maintenance where necessary.
12. To check and record daily floats at start and end of the shift including completion of summary sheets and the reconciliation of the monies in accordance with Hopwood Hall College financial regulations.
13. The control and cleaning of all facilities including changing rooms, toilets, training rooms grass pitches external areas and Astroturf.
14. To operate as a key holder in the opening and locking up of all area’s and facilities.
15. To deal with enquiries face to face and by telephone concerning all activities of the Sports Arena and Sports Park.
16. To provide a full reception service including all bookings, replacement of stock, operation of a computerised till and membership database. The issuing of receipts and keys, also to include the undertaking of counter sales as and when required.
17. To undertake in-house and other training in order to maintain an up-to-date working knowledge of designated Fitness Centre systems and procedures, and contribute to improvements in service levels.
18. Assembling, dismantling and moving of equipment.
19. To play a full part in the “life of the college and community”, to support its mission, ethos and help in the development and/or participation and delivery of classes and activities as designed by the centre manager.
20. Any other duties of a similar level of responsibility as may be required.
21. To help develop the apprentice scheme and mentor and assess all new apprentices in line with key directives of the college.

### All staff are responsible for:

**Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults

**Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work

**Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements

**Equal Opportunities:** performing their duties in accordance with Hopwood Hall College’s Single Equality Scheme

### Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational needs, with consultation with trade unions where required.

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

#### Qualifications

##### Essential Criteria

First Aid Certificate or willingness to work towards.

Recognised Gym Instructors certificate.

##### Desirable Criteria

Personal Training Qualification

Spin qualification

E.T.M. qualification.

Any other course relevant to the position.

**How Identified**: Application

#### Experience

##### Essential Criteria

Experience in the provision of customer care services.

Ability to respond to difficult situations in a calm and efficient manner, and deal with multiple priorities and demands.

Ability to communicate clearly and effectively.

Ability to work on own initiative.

Outgoing personality, good communication skills, and smart appearance.

##### Desirable Criteria

Experience in a busy Sports Centre environment or similar.

Experience of working with minors and/or vulnerable adults.

Experience of dealing with summer programmes and activities.

**How Identified**: Application/Interview

#### Specialist Knowledge

##### Essential Criteria

Knowledge of appropriate and safe use of Fitness Centre equipment.

Knowledge of health and safety and customer care.

##### Desirable Criteria

G.P referral qualification or equivalent.

E.T.M qualification, spin/Circuit training, and/or personal training qualification.

Sports Leadership award.

**How Identified**: Application/Interview

#### IT Skills

##### Essential Criteria

Basic computer skills and knowledge of till systems

Membership database programmes and effective operation.

Willing to undertake training appropriate to role

##### Desirable Criteria

**Knowledge of word, excel, PowerPoint**

**How Identified**: Application/Interview

#### Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

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| **1. Leading and Deciding** |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising  | **Desirable** |

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| **2. Supporting and Co-operating** |
| 2.1 Working with people  | **Essential** |
| 2.2 Adhering to principles and values  | **Essential** |

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| **3. Interacting and Presenting** |
| 3.1 Relating and networking  | **Desirable** |
| 3.2 Persuading and influencing  | **Less Relevant** |
| 3.3 Presenting and communicating  | **Less Relevant** |

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| **4. Analysing and Interpreting** |
| 4.1 Writing and reporting  | **Essential** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing  | **Desirable** |

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| **5. Creating and Conceptualising** |
| 5.1 Learning and researching  | **Essential** |
| 5.2 Creating and innovating  | **Essential** |
| 5.3 Formulating strategies and concepts | **Desirable** |

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| **6. Organising and Executing** |
| 6.1 Planning and organising  | **Desirable** |
| 6.2 Developing results and meeting customer expectations  | **Essential** |
| 6.3 Following instructions and procedures  | **Essential** |

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| **7. Adapting and Coping** |
| 7.1 Adapting and responding to change  | **Essential** |
| 7.2 Coping with pressures and setbacks  | **Essential** |

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| **8. Enterprising and Performing** |
| 8.1 Achieving personal work goals and objectives  | **Essential** |
| 8.2 Entrepreneurial and commercial thinking  | **Less Relevant** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.