

Post Title:	Health and Fitness Centre Assistant
Reporting to:	Health and Fitness Manager
Hours:	Part time, All Year Round
Salary/Grade	Grade 2, Pt 3
Disclosure Level:	Enhanced

Main (core) duties	
Operational/Strategic Planning:	<ul style="list-style-type: none"> • To liaise and co-ordinate with the centre manager to maximise bookings and events • To assist in safeguarding the security of equipment and the building, by following 'opening up' and 'closing down' procedures, carrying out regular security checks as directed by the Headteacher, site manager or delegated representative • To supervise, educate and offer guidance in health, fitness and well-being to members in order to meet their individual needs. • To carry out thorough fitness inductions and recommend appropriate exercise prescriptions and advice • To effectively demonstrate, observe and evaluate members to ensure they have a safe operational knowledge of the fitness suite and its equipment • To adhere to daily equipment cleaning schedules ensuring high standards are maintained at all times • To have a thorough working knowledge of all operational pieces of equipment • To prepare all spaces for individual customer hire, handling equipment and furniture as required, including occasional removal of exam desk furniture • To provide a first aid service when required • To ensure implementation of all fire prevention procedures, and fire evacuation procedures are followed at all times • To present a customer focused approach at all times • To know, understand and correctly administer the loan of hire equipment and the issuing of member cards • To ensure high standards of hygiene are maintained in relevant working areas at all times • To ensure sound financial practices are followed • To ensure all sessions and session leaders sign in and that registers are kept

Communications:	<ul style="list-style-type: none"> • To communicate openly with the school and all team members on a day to day business matters affecting the running of the centre • To prepare/receive handover for/from the following/previous shift, communicating all relevant issues clearly and accurately • To immediately report any faults or defects of equipment to the centre manager for prompt action in accordance with the high standards of the centre. • To be aware of school and centre events, courses, social activities and parties • To communicate effectively and efficiently with the school and community users
Quality Assurance:	<ul style="list-style-type: none"> • To attend all team meetings as required by the Centre Manager • To take an active role in Staff Review meetings
Training:	<ul style="list-style-type: none"> • To attend relevant training sessions and team meetings

Other specific duties

- To play a full part in the life of the school community, to support its mission, distinctive ethos and principles and to encourage staff and students to following this example
- To promote actively the school's policies
- To continue personal professional development as agreed
- To comply with the school's Health and Safety Policy and to follow/assist with risk assessments as appropriate

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

General tasks vary from time to time to take account of the changing nature of the school and the demands placed upon it. Such changes are normal parts of the post and, as such, do not constitute a change to the general job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are to set a good example in terms of dress, punctuality and attendance.

Employees must uphold the school's behaviour code and uniform regulations.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by the Co Headteachers to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION

Health and Fitness Centre Assistant

	Essential	Desirable	How Identified
Knowledge and Experience			
Previous experience of working in a health and fitness/sporting environment	✓		Application & Interview
Ability to deliver gym inductions		✓	Application & Interview
A good knowledge of administrative systems		✓	Application & Interview
Experience of effectively dealing with members of the public	✓		Application & Interview
To have a basic knowledge of ICT systems		✓	Application & Interview
Knowledge of data protection and information security and an understanding of why it is important to keep information confidential and secure	✓		Application & Interview
Experience of assessing risk in any facility related situation		✓	Application & Interview
Personal Qualities			
To be customer focused at all times	✓		Application & Interview
To be capable of working unsupervised	✓		Application & Interview
To be able to plan, organise and prioritise activities	✓		Application & Interview
To work well as part of a team	✓		Application & Interview
The ability to use initiative to find solutions to problems as they arise	✓		Application & Interview
To have good time management skills and to be able to work in an accurate and efficient manner	✓		Application & Interview
To be able to communicate and deal with staff, pupils and outside agencies in a clear and professional manner	✓		Application & Interview
To be willing and able to work unsocial hours	✓		Application & Interview
To be physically capable of handling at times heavy sports equipment	✓		Application & Interview
Ability to respond to emergencies in a calm and professional manner	✓		Application & Interview
Qualifications			
To hold a Level 2 Health and Fitness qualification		✓	Application & Interview
Exercise class leader qualifications		✓	
Sports coaching awards		✓	Application & Interview
To be educated to at least Level 3 (i.e. A level or equivalent)	✓		Application & Interview