



JOB DESCRIPTION

<p>Post Title: Trainee Manager/Gym Instructor</p> <p>Salary/Grade: LP 5.1 (£23796 FTE) £10,567 - £11,888 actual (with potential to earn additional income – personal training/group classes)</p> <p>Location: Kings Community Sports Hub</p>
<p>MAIN PURPOSE OF JOB</p> <p>The Sports Hub manager will be to be responsible for the day-to-day operations in the gym, working with and directing duty staff. To also have oversight of the Kings Community Sports Hub operations in the absence of the Lettings Manager.</p>
<p>POSITION IN ORGANISATION</p> <p>Name and position of immediate line manager: Lettings Manager</p>
<p>KEY TASKS AND ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • Support the delivery of a varied programme of activities across the gym, studios, sports facilities and school lettings, as directed by the Lettings Manager. • To work with the Lettings Manager to promote the gym and grow membership. • Work with all colleagues to create a friendly environment within the gym and implement a series of social events and gym challenges. • Providing gym advice and programming as directed by the Manager. • Provide gym inductions as required. • Opportunity to grow your own personal training business to further enhance your income whilst providing an additional service to members. • Provide an excellent level of customer service to Sports Hub users • Ensure all facilities across the site are secured at the end of the shift in the absence of the Lettings Manager. • Responsible for the opening and closure of the Sports Hub site including setting of alarms and securing buildings. • Responsible for the Health and Safety of Sports Hub Users/visitors on site • To undertake any other instructions required by the Lettings Manager. <p>Working Time</p> <p>Variable during opening hours (evenings 4.30-10.30pm & weekends 8.30am-5.30pm) 16 - 18 hours per week, plus potential future Personal Training/Group class income</p> <ul style="list-style-type: none"> • Opportunities to grow your own personal training business to further enhance your income whilst providing an additional service to members.
<p>GENERAL INFORMATION</p> <p>Equality of opportunity</p>

- To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.

Confidentiality and data protection

- To treat all information acquired through employment, both formally and informally, in strict confidence.
- Be aware of the school's responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.

To contribute as an effective and collaborative member of the school team

- Any other duties as reasonably required by any manager of the school.
- Implementation of the further expansion of the Sports Hub
- Attend meetings as required and make a positive contribution during meetings.

Child Protection

- Being aware of and complying with safeguarding policies and procedures, relating to Child Protection. Reporting all concerns to a designated safeguarding lead (DSL) within the school.
- Undertake annual safeguarding training.

General policies and procedures

- Being aware of and complying with School policies and procedures, including Health & safety reporting all concerns to an appropriate person/line manager

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The college 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 of 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 Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.

January 2023



PERSON SPECIFICATION – Gym Instructor/Trainee Manager

Qualifications	Essential	Desirable
▪ Group Exercise Qualification		*
▪ Gym Instructor Qualification		*
▪ GCSE English and Maths (Level 4)	*	
▪ First Aid Qualification		*
Professional Knowledge, Skills and Understanding	Essential	Desirable
▪ Experience of working in a sports/leisure environment	*	
▪ Confident in computer software		*
▪ Confident in use of social media		*
Personal Qualities	Essential	Desirable
▪ Planned and organised approach to workload	*	
▪ Work accurately and methodically with attention to detail	*	
▪ Ability to use initiative and prioritise work	*	
▪ Positive 'can do' approach to tasks	*	
▪ Keep calm in challenging situations	*	
▪ Excellent interpersonal skills	*	
▪ Committed to personal development	*	
▪ Professional in attitude and appearance	*	
▪ Excellent record of attendance and punctuality	*	
Safeguarding Children	Essential	Desirable
▪ Committed to safeguarding and promoting the welfare of children and young people	*	
Equality of Opportunity	Essential	Desirable
• To adhere to and promote college policies on equal opportunities and race equality	*	

November 2022