

**SMITHILLS SCHOOL
SMITHILLS SPORTS CENTRE**

JOB DESCRIPTION

POST:	Fitness Instructor
GRADE:	Grade 3 £16,491 – 17,772 pro rata
HOURS:	Casual – Evenings & Weekends
REPORTS TO:	Duty Manager / Centre Manager
RESPONSIBLE FOR:	All customers using Smithills Sports Centre
BASE:	Smithills Sports Centre

JOB PURPOSE

1. To work as one of the Sports Centre team to ensure to the satisfaction of the Duty Manager the safe and efficient operation of the Sports Facilities through effective use of resources and compliance with operational procedures.

MAIN DUTIES AND RESPONSIBILITIES

1. To have sound understanding of the safe use of all equipment in the Sports Centre with particular emphasis on Fitness Equipment.
2. To ensure that all persons using Fitness Equipment receive instruction in the safe use of the equipment.
3. To advise and provide customers with appropriate training programmes.
4. To provide, after training, a competent Fitness Testing Service and to ensure that all customers using the Fitness Suite undergo a Fitness Test before using the equipment.
5. To positively assist with the marketing initiatives implemented for the Fitness Suite to ensure that the annual attendance level targets are achieved.
6. To assist with the development and operation of fitness initiatives within the Centre and within the specified outreach area of the Centre.
7. To ensure that all equipment in the Sports Centre is maintained to the specified standard.
8. To ensure that all areas and equipment are maintained to specified levels of cleanliness and hygiene.
9. To ensure that all persons using the Fitness Suite are in possession of a valid receipt, Fitness Induction card and, if relevant, a Fitness Pass.

10. Safety and control of customers in accordance with the 'Code of Conduct' and other relevant guidelines, policies and procedures as provided, to prevent injury, misuse and damage to facilities in all areas.
11. To attend meetings and training relevant to this post.
12. To maintain records.
13. To promote the Council's Equal Opportunities Policy in terms of employment and delivery of service.
14. To safely prepare all facilities for public use e.g. changing areas, pitches, equipment, etc.
15. To give assistance to customers seeking advice and information.
16. To ensure that complaints, accidents, damage and/or suggestions are referred to the Duty Manager.
17. To ensure that lost property is correctly delivered, recorded and secured.
18. To give assistance to general labouring and portering duties and to ensure that standards of security, stock and equipment are maintained.
19. To carry out patrols both inside and outside the building and report any breaches of conduct/safety to the Duty Manager.
20. Internal and external cleaning, other hygiene duties in accordance with work schedules and the needs and demands of the service.

OTHER DUTIES AND RESPONSIBILITIES

1. The above requirements of the job are intended as a basic outline. There will be other tasks related to ensuring customer satisfaction and the care and safety of customers and Fitness Instructors will be expected to adopt a flexible and helpful approach.
2. All Fitness Instructors will be expected to ensure they remain in possession of valid qualification certificates issued by the appropriate Governing Body for Fitness.
3. In addition to these responsibilities, Fitness Instructors will be expected to conform to the 'Codes of Conduct' for all staff and will be expected to comply with the Scheme of Conditions of Service for APT and C Staff relating to conduct and confidentiality and with the Authority's procedures, policies and processes.
4. To undertake any other duties as and when required by Management that are commensurate with the grade and job title of the post.

Date: December 2017

This Job Description is current at the date shown but, in consultation it is liable to variation by Management to reflect, or anticipate change in, or to the job outlined.

SMITHILLS SCHOOL – SMITHILLS SPORTS CENTRE

PERSON SPECIFICATION – FITNESS INSTRUCTOR/DUTY SUPERVISOR

	Essential/ Desirable
EDUCATION & QUALIFICATIONS	
▪ Recognised Fitness qualification, e.g. YMCA/Focus	E
▪ Current First Aid Certificate	E
▪ Leisure qualifications	D
▪ NPLQ Lifeguard qualification	D
▪ Sports Coaching qualifications	D
EXPERIENCE RELEVANT TO THE JOB	
▪ Experience in dealing with the general public	E
▪ Experience in working in the Leisure / Fitness industry	E
▪ Experience in undertaking IT tasks	D
ABILITIES & SKILLS	
▪ Interpersonal skills, including friendly, outgoing person who likes to meet different people	E
▪ Ability to work as part of a team working to a defined quality level and common objectives	E
▪ Willingness to work when most people are enjoying their leisure time	E
▪ High standards of personal presentation and appearance	E
▪ Ability to liaise with all users	E
▪ Ability to provide a customer orientated service	E

	Essential/ Desirable
▪ Flexible and helpful	E
▪ Effective written and oral communication skills	E
▪ Ability to instruct people with differing abilities	E
▪ Ability to instruct people with disabilities	E
▪ Ability to keep records	E
▪ Ability to work on own initiative	E
▪ Ability to pursue further training opportunities	D
KNOWLEDGE & AWARENESS	
▪ An affinity with sport and an understanding of the needs of customers' of sports and leisure facilities	E
▪ Knowledge of equal opportunities	E
▪ Knowledge of customer care	E
▪ Awareness of promoting and marketing fitness facilities	D
▪ Awareness of Health and Safety policies, practices and procedures	D
▪ Knowledge of the Fitness industry	D