THOMAS GAINSBOROUGH SCHOOL

JOB DESCRIPTION

ROLE TITLE	Leisure Centre Fitness Advisor
GRADE / SCALE POINT – SALARY	Grade 3, Point 7 - 10
REPORTING TO	Leisure Centre Manager

JOB PURPOSE

The post holder will undertake a range of general duties under the direction of the Leisure Centre Manager to assist in the smooth running of the facilities within the Leisure Centre. This will mainly include duties around premises management, supporting and assisting customers and members and developing links with the community.

KEY TASKS & RESPONSIBILITIES

- The post holder will undertake all duties within recognised Leisure Centre procedures and guidelines.
- The post holder will be able to manage their own workload within a clear framework on a day to day basis, using initiative where needed.
- The post holder will be able to interpret information or situations to solve problems. This may involve using analytical, judgemental, creative and developmental skills.

Specific Responsibilities

- To ensure all Fitness Equipment and areas are cleaned, including carrying out specific cleaning duties
- To be competent and confident in the use of all equipment in the Gym
- Promote and enforce safe practice and adherence to facility policies and procedures while supervising the Leisure Centre facilities.
- Support the delivery of a service that is easy to access for all members and customers.
- Listen and communicate effectively to all customers and members
- Offer and provide advice, support, encouragement and motivation as required to all users of Leisure Centre equipment.
- Undertake gym inductions and reassessments for existing members and guests to ensure safe and effective use of all equipment.
- Carry out one to one and group training sessions
- Structure and record appropriate training programmes for members as per results of fitness assessments or needs
- Organise and facilitate events to recruit new and lapsed members, this may also include arranging tours of the Leisure Centre for potential new customers
- Assist members with questions on exercises and general information
- To develop, co-ordinate, promote and deliver a sustainable programme of physical activity aimed at identified target groups
- To work towards a successful partnership with local health care providers and to operate a health referral scheme.
- To operate extra-curricular sports development programme linking school students to the centre and develop a monitoring and evaluation protocol to ensure compatibility with Active England programme.
- To co-ordinate and support the delivery of a GP Referral Scheme at new Life Health and Fitness
- To work alongside the Leisure Centre Manager to manage the Aerobic program. Ensuring variety and attendance levels. Ensure cover for all classes during sickness, holiday cover and normal running

- To work effectively with people, developing productive relationships with colleagues
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Co-operate with the employer on all issues and procedures to do with Health, Safety and Welfare
- Record and monitor daily safety checks on all equipment, reporting any potential hazards to the Team Coordinator/Leisure Centre Manager

Additional Responsibilities

- Undertake any duties reasonably requested by the Headteacher or Line Manager

This outline job description sets out the main duties associated with the purpose of the post. It is assumed that other duties of a similar level/nature are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy and routines. Appropriate training may be given to enable the post holder to undertake this new/varied work.

SAFEGUARDING

Thomas Gainsborough School and Cornard Leisure Centre is committed to safeguarding and promoting the welfare of children and young persons at all times. The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).