



Many Minds One Heart

# Northfield School & Sports College

## Job Description

<b>Job Title:</b>	<b>Fitness Trainer</b>
<b>Responsible To:</b>	<b>Sportsdrome Manager</b>
<b>Working Time:</b>	<b>37 hours per week on a shift rota basis</b>

### MAIN ACTIVITIES

- To carry out fitness inductions and provide professional instruction on the safe and effective use of exercise equipment located within the fitness suite and exercise areas throughout the Sportsdrome.
- To prepare fitness programmes for fitness suite members and update programmes as and when required, or after fitness reviews.
- To provide support and encouragement to new members of the fitness suite and Sportsdrome.
- To ensure that the fitness suite is presentable at all times and carrying out cleaning of equipment and sports areas. Ensure fitness suite is accessible to all users, and any maintenance is carried out or reported.
- To maintain a positive environment in which members can exercise productively.
- Carry out duties in a safe manner for both yourself and the well-being of others. To adhere to Health and Safety Codes of Practice and Regulations as appropriate.
- Adhere to appropriate procedures as directed by Northfield Sportsdrome Management.
- To provide additional support to other members of the Sportsdrome team and management, such as, acting as a point of contact at reception and answering telephone calls, and administrative duties including taking facility bookings.
- Adhere to guidelines designed to enhance the image of the school and Sportsdrome, and to promote good public relations and customer care.
- To provide a high level of customer service and to deal with all complaints and enquiries effectively and efficiently.
- To ensure that all members adhere to the rules and guidelines of the Fitness Suite.
- To wear the prescribed staff uniform at all times.
- In conjunction with the Marketing Manager, prepare fitness related literature for marketing and information purposes.
- To undertake any necessary training and self development opportunities to develop the role.
- The main duties and responsibilities are not fully exhaustive, additional duties may be required that fall within the scope of the Fitness Trainer's duties and responsibilities.

### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Assist with the supervision of students out of lesson times
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time

### **SCHOOL ORGANISATIONAL OBJECTIVES**

The Post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils and school improvement as a whole.
- Ensuring the safeguarding of all pupils.
- Demonstrating consistently high standards of personal and professional conduct.

### **CONDITIONS OF SERVICE**

Governed by the National Joint APT&C Conditions, supplemented by local conditions as agreed by the governors.

### **SAFEGUARDING and Promoting the Welfare of Children and Young People**

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
- To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment in accordance with the current DfE statutory guidance for Keeping children safe in education.

**SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check.

**EQUAL OPPORTUNITIES**

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**SPECIAL INSTRUCTIONS**

The post holder will be required to work shift patterns that will be determined by the nature of the business and include, daytime, evenings and weekend working.