

# Person Specification

**Job Title:** Fitness Trainer  
**Responsible To:** Sportsdrome Manager  
**Grade:** E point 5 - 6

| <b>1. Qualifications and Training</b>   | <b>Essential/Desirable</b> | <b>Source of Evidence</b>                                    |
|---|----------------------------|--|
| • NVQ 2 or equivalent qualification by an awarding body in a relevant health and fitness discipline   | <b>E</b>                   | Application Form/<br>Written Reference                       |
| • Willingness to participate in training and development opportunities  | <b>E</b>                   |  |
| • First Aid at Work Certificate, or willingness to undertake training upon appointment  | <b>E</b>                   |  |
| • NVQ 3 or equivalent qualification by an awarding body in a relevant health and fitness discipline   | <b>D</b>                   |  |
| <b>2. Experience</b>  | <b>Essential/Desirable</b> | <b>Source of Evidence</b>                                    |
| • Current or recent experience of teaching a variety of exercise classes, practical gym experience and the proven ability to provide safe, effective and progressive personal fitness plans | <b>E</b>                   | Application<br>Form/Written<br>Reference/Formal<br>Interview |
| • Operation of administrative systems   | <b>E</b>                   |  |
| • Experience of using Microsoft Word/Excel  | <b>E</b>                   |  |
| • Experience of working in a school environment   | <b>D</b>                   |  |
| • Writing and implementing risk assessments   | <b>D</b>                   |  |

| <b>3. Professional Skills / Knowledge</b>   | <b>Essential/Desirable</b> | <b>Source of Evidence</b>                                     |
|---|----------------------------|---|
| • Excellent customer service, personal organisation and interpersonal skills  | <b>E</b>                   | Application<br>Form/Formal<br>Interview                       |
| • Good numeracy/literacy skills   | <b>E</b>                   |   |
| • Effective use of ICT systems  | <b>E</b>                   |   |
| • Ability to relate well with all stakeholders  | <b>E</b>                   |   |
| • Excellent communication skills  | <b>E</b>                   |   |
| • Work effectively as part of a team, as well as using your own initiative  | <b>E</b>                   |   |
| • Able to work under pressure, assess priorities and meet deadlines   | <b>E</b>                   |   |
| • Knowledge of health & safety requirements in a fitness suite environment  | <b>E</b>                   |   |
| <b>4. Personal Attributes</b>   | <b>Essential/Desirable</b> | <b>Source of Evidence</b>                                     |
| • Friendly and approachable manner  | <b>E</b>                   | Application<br>Form/Formal<br>Interview/Selection<br>Activity |
| • Enthusiastic, energetic, and self motivated   | <b>E</b>                   |   |
| • Able to work as part of a successful team   | <b>E</b>                   |   |
| • Professional approach   | <b>E</b>                   |   |
| • Display and ability to encourage, motivate, and support new and existing gym members to achieve fitness goals   | <b>E</b>                   |   |
| • Flexible approach in order to meet service aims of the Sportsdrome, including working daytime, evenings and weekends, as required   | <b>E</b>                   |   |
| • A commitment to working as part of the whole school team and supporting the vision and aims of the school and the Sportsdrome   | <b>E</b>                   |   |
| • Committed to the safeguarding and welfare of student and adult users  | <b>E</b>                   |   |
| • Able to demonstrate a commitment to: Equal opportunity for all school users;<br>Encouraging children to develop self-esteem and tolerance of others;<br>Furthering your own professional knowledge, skills and experience | <b>E</b>                   |   |

| 5. Safeguarding Children  | Essential/Desirable | Source of Evidence                 |
|---|---------------------|------------------------------------|
| <ul style="list-style-type: none"> <li>• Able to form and maintain appropriate relationships and personal boundaries with children</li> </ul>   | E                   | Written Reference/Formal Interview |
| <ul style="list-style-type: none"> <li>• Have an appropriate motivation to work with children and young people</li> </ul>   | E                   |                                    |
| <ul style="list-style-type: none"> <li>• Have emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline</li> </ul>  | E                   |                                    |
| <ul style="list-style-type: none"> <li>• Able to demonstrates a commitment to safeguarding and promoting the welfare of children and young people in accordance with the DfE statutory guidance Keeping children safe in education</li> </ul> | E                   |                                    |