

The Roseland Multi-Academy Trust

JOB DESCRIPTION

Job Title:	Gym Advisor
Grade :	D (Points 1 – 5)
Employment:	5 hours per week (Sunday midday to 5pm)
Holiday Entitlement:	Your holiday entitlement will depend on the number of hours that you actually work and be pro-rated on the basis of a full-time entitlement of 28 days' holiday during each full holiday year including public holidays in England and Wales.
Responsible to:	Sports Hub Manager, Headteacher and Leadership Team, CEO, CFO, Central Team
Supervisory Responsibility:	None

Important Functional Relationships: Internal: Sports Hub Manager, CEO, CFO, Headteacher and Leadership Team, HR Lead, Fitness Supervisors/Leisure Assistants, Site Team, Central Team, staff and students, Trust partners, Trustees.

External: Other schools and colleges, suppliers of goods and services, parents/carers, visitors and clients of the Hub.

Main Purpose of the Job:

To contribute to the success of the Sports Hub to assist staff, students and external clients by providing professional, customer-focused service and support.

To deliver group exercise classes and to complete gym inductions for new members on the safe usage of gym equipment, include all aspects of relevant health and safety.

To make a positive contribution to the successful day-to-day operations of the Sports Hub, ensuring the smooth running of the systems and to strive to assist all users to operate at optimum efficiency in the delivery of sessions and utilisation of facilities.

To provide positive customer service, communicating effectively and resolving situations in a proactive way and under the supervision of the Sports Hub Manager.

Key**Responsibilities/Tasks:**

- Welcoming clients to the Sports Hub
- Inducting new members into the gym and use of gym equipment.
- Delivering exercise classes as part of the class timetable
- Signposting clients to appropriate sessions and classes in person and over the telephone.
- Cleaning and maintaining the Sports Hub including public areas as necessary.
- Taking telephone enquiries and fitness class bookings.
- Using Sports Hub computer software to take customer details and bookings information
- Staffing the coffee bar, making and distributing refreshments as required.
- Opening and closing Sports Hub facilities/buildings for external lettings as appropriate ensuring site security at all times.
- Cash handling, taking payments for gym/class sessions and resalable items in line with financial policies and procedures.
- Carry out other duties as necessary to meet business needs, the precise nature of which will be explained to on assignment.

Other:

- To have professional regard for the ethos, policies and practices of the school and Trust.
- Perform any reasonable duties as requested by the Sports Hub Manager/Headteacher.
- To carry out administrative tasks associated with all of the above duties.
- The post-holder is responsible for their own self development on a continuous basis. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures including health and safety, safeguarding, equality and diversity, equal opportunities and general data protection regulations.
- Maintain confidentiality of information acquired in the course of undertaking duties for the Sports Hub.
- To undertake all statutory functions relevant to the role and other duties appropriate to the grading of the post as required.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

PERSON SPECIFICATION

<u>Relevant Experience</u>	<ul style="list-style-type: none">• Experience of working with young people and the public• Customer Service experience• Able to complete tasks without the need for prompting or supervision, meeting deadlines as appropriate.• Can demonstrate resilience against challenges and obstacles.
<u>Education & Training</u>	<ul style="list-style-type: none">• Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths and English.• Level 2 Gym Instructor qualification
<u>Special Knowledge & Skills</u>	<ul style="list-style-type: none">• Able to work and communicate effectively with all stakeholders.• Excellent IT skills including Microsoft and Google-Suite.• Working on own initiative and making judgements within the defined boundaries of the role.• Good standard of written communication, able to write fluently and concisely with attention to detail.
<u>Personal Attributes</u>	<ul style="list-style-type: none">• Drive and determination.• Attention to detail to ensure high quality outcomes.• A 'can do' and flexible approach with ability to positively adapt to changing priorities.• Proactive, self-motivated, organised, meticulous and enthusiastic.• Ability to work under pressure and independently with minimal instruction.• Good communicator with good judgement in a variety of situations.• Empathy with young people.• Innovative and forward-thinking.• Team player.