



## **JOB DESCRIPTION**

**JOB TITLE:** Fitness Expert

**GRADE:** AS16 – AS20 (Truro School Support Staff Scale)

**REPORTING TO:** Sports Centre Manager/Duty Manager

---

### **ROLE OVERVIEW**

To provide instruction to deliver Health and Fitness related programmes, inductions and training to pupils/customers. To deliver high quality customer service, support and advice in the Fitness Suite. To instruct classes as and when required.

### **KEY FUNCTIONS**

- To instruct and supervise customers, ensuring all concerned observe the procedures of the Truro School Sports facilities.
- Provide fitness inductions, personal fitness programs and offer advice on strength and conditioning.
- To control admissions to the classes, checking receipt, membership cards and keeping user records.
- To prepare sports equipment including setting up, issue and recovery of equipment as required for the activity.
- To be responsible for ensuring the sports equipment is maintained to the highest standards, including the Fitness Suite/Dance Studio Equipment and to report any maintenance or repairs to the Duty Manager.
- To ensure the premises are opened, closed and secured as determined by the Duty Manager and in an emergency, supervise the clearing of all buildings according to procedures.
- To attend to accidental injuries and incidents, including liaising with the caretaker and emergency services as necessary and the completion of the relevant reports.
- To establish and maintain good relationships with customers, ensuring that an appropriate ambience is maintained in the facility, making the customer feel welcomed and valued.
- Teach appropriate group fitness classes within allocated shift time.
- To carry out such duties associated with the grade and position, as may be determined by the Sports Centre Manager.

## **PERSON SPECIFICATION**

### **Essential Criteria**

- Minimum REPs Level 2 Qualification
- Fitness class Instructor qualifications.
- Good communication, interpersonal and organisational skills, and the ability to motivate others.
- Customer service experience

### **Desirable Criteria**

- Minimum of 2 years' experience in a similar environment.
- First Aid at Work
- Diploma/Degree in Sports and Fitness related field
- Group cycling qualification
- Group exercise qualifications relevant to the post

### **ADDITIONAL**

- Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role will involve daily contact with pupils.
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date reviewed:** July 2017  
**Reviewed by:** Sports Centre Manager / HR Manager