



DULWICH COLLEGE ENTERPRISES LIMITED

OPERATIONAL STAFF

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Fitness Instructor(s) **Reporting To:** Sports Club Manager

A. JOB DESCRIPTION

Job Purpose:

Day-to-day running of the Fitness Suite and Free-Weights Room as part of a team of instructors, ensuring all users are properly inducted, train safely and enjoy the experience.

Core Duties:

- Monitor the access to these areas, checking membership credentials where necessary.
- Provide induction sessions for new members, demonstrating the safe and proper use of the equipment, informing them of the usage rules/policies and promoting the ongoing services of the fitness instruction team.
- Manage the use of the area on a day-to-day basis with particular emphasis on safety and on motivating members to continue their training programmes for the long-term.
- Provide personal workout programmes for members who desire the service, ensuring that the appropriate current charges are levied for this service.
- Monitor the equipment for any maintenance problems, reporting this via the Maintenance Log to the Sports Club Technician.
- Ensure that both areas are clean and tidy at all times. Bags and personal belongings should be stored in the lockers provided.
- Encourage Free Weights users to replace dumbbells and barbell weights to the storage racks after use, or otherwise regularly replace them for safety reasons.
- Ensure that users wipe down the machines after use with their own towels.

Additional Duties:

- Conduct one-to-one personal training sessions outside of paid duty shift time only, if suitably qualified to do so. This service is subject to the agreement of terms with the Sports Manager.
- Provide Fitness Instruction services to the College P.E. Department as requested and subject to terms agreed with the Director of Sport.
- Attend training as required by the Sports Manager
- Carry out other duties commensurate with the position as required by the Sports Manager
- Possible involvement, in conjunction with the Sports Manager, with the running, promotion and development of the Exercise Class programme.

B. PERSON SPECIFICATION

Essential Qualifications and Experience

- An appropriate and current Fitness Instructors certificate (e.g. FIA, NASM or YMCA approved)
- First Aid at Work certificate
- Educated to A-level standard
- Previous experience in similar sports/health club environments and/or personal training

Desirable Qualifications and Experience

- Personal Training certificate
- Knowledge and experience of the operation of "Multiform" brand fitness equipment.
- Other sports coaching certificates

Essential Technical Skills (including computer packages)

- Basic IT knowledge

Personal Qualities

- Strong inter-personal skills – able to engage and motivate customers
- Personal interest and enthusiasm for being fit and active
- Flexible attitude to working hours and duties
- Willing to remain abreast of the latest industry developments and learn new skills as necessary
- Customer-focussed attitude to service

C. TERMS AND CONDITIONS

Salary Scale: £19,464 per annum (depending on qualifications and experience) which is annualised and paid in twelve equal monthly instalments.

Working Year/Hours: Wednesdays 5:30-10:00pm and Sundays 9:00am to 5:00pm.

No. of Days Holiday: Pro-rata of the full time entitlement of 20 days per annum (increasing to 25 days after completion of five years in the post).

Benefits: Subsidised membership of the Dulwich College Sports Club. Defined Contribution Pension Scheme.

References. The appointment is subject to receipt of references satisfactory to the College.

Police Clearance: The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Criminal Records Bureau.

Probation Period: 6 months, with an interim review after 3 months at which times the position will be reviewed. In case of illness during the probation period, statutory sick pay only will be applicable

Period of Employment (if applicable): 'Permanent'

Start Date: As soon as possible