



## Job Description

<b>Job title:</b>	Health & Fitness Instructor – Revised
<b>Department/School:</b>	Sports Development
<b>Grade:</b>	3
<b>Location:</b>	Sports Training Village

The TeamBath gym is a unique environment aimed to target the student population, athletes and the general public. The Health & Fitness provision is currently undergoing a substantial expansion which will result in a new larger gym designed to cater for the growing membership base. In addition to the gym two purpose built studios to hold in access of 100 classes per week will be opened.

### Job purpose

To ensure the smooth running of the gym on a daily basis. The role involves performing inductions and programs to the highest standards. The post holder will also be responsible for ensuring the gym and studios are clean and maintained to the standards set by the Health & Fitness Manager at all times. To interact with customers to ensure they feel welcomed and impart knowledge upon them in both the gym and via TeamBath Foundation classes.

### Source and nature of management provided

*Health & Fitness Manager & Health & Fitness Supervisor*

### Staff management responsibility

*N/A*

<b>Special conditions</b>
<ul style="list-style-type: none"> <li>• Due to the nature of the role, there will be an expectation to work some shifts consisting of early mornings, evenings and weekends. There will be time when the rota will be adjusted due to the needs of the business.</li> <li>• Pre-requisites for this role minimal Level 2 gym instructor and a range of group exercise qualifications or be willing to attain the skills to teach classes within 3 months of commencing work.</li> </ul> <p><i>Note: that if the job holder feels genuinely unable to teach classes, they may discuss an alternative transferable activity with the Health &amp; Fitness Manager to substitute for this.</i></p> <ul style="list-style-type: none"> <li>• The post holder will be required as part of normal duties to teach TeamBath Foundation classes whilst on shift.</li> <li>• Wear correctly branded staff TeamBath uniform.</li> </ul> <p><i>Note: Appropriate provision of uniform will be provided to cater for teaching classes.</i></p>

<b>Main Duties and Responsibilities</b>
<b>Gym Area</b>
<p>Primary focus of the role will be providing support in the gym area by interacting with customers to ensure they feel welcomed and impart knowledge upon them whilst adhering to operational policy and procedures:</p> <ul style="list-style-type: none"> <li>• Conducting yourself in a professional way at all times demonstrating excellent communication skills and remaining visible and approachable to all customers.</li> <li>• Providing inductions/programs and reviews using sound evidence.</li> <li>• To ensure that they open/close the gym as per the procedure designated by the Health &amp; Fitness Manager.</li> <li>• Maintaining and cleaning equipment in both the gym and studios</li> <li>• To assist Health &amp; Fitness Supervisor with ordering and reporting of faults.</li> <li>• Demonstrate adaptability when conducting large group inductions.</li> <li>• Help teach those on the mentorship programme if required by Health &amp; Fitness Supervisor.</li> <li>• Actively promote classes, personal training and other TeamBath products and services.</li> <li>• Enforce gym code of conduct starting with induction then following up anyone who breaches the code e.g. bags in gym.</li> <li>• Demonstrate excellent organisational skills throughout shift ensuring that all reservations are clearly displayed and promptly starting all</li> </ul>

<p>appointments.</p> <ul style="list-style-type: none"> <li>• Assist the Health &amp; Fitness supervisor with inducting new staff and casuals.</li> <li>• Demonstrate proactive attitude at all times.</li> <li>• Perform membership status checks on those in the gym when requested by Health &amp; Fitness manager.</li> <li>• Assist the membership team with student engagement and membership questions when requested during student arrivals/peak times, if gym staffing levels allow.</li> <li>• Requirement to attend the monthly team meetings unless agreed in advance.</li> <li>• Helping customers with any other requests such as spotting.</li> <li>• To assist the Health &amp; Fitness Manager and Supervisor in any other areas related to the operational part of the gym. This may include arranging cover for shifts in the absence of the Health &amp; Fitness Supervisor.</li> </ul>
<p><b>Group Exercise</b></p> <p>As a Health and Fitness Instructor an element of your role will require you to prepare and deliver TeamBath Foundation classes either within a studio environment or on the gym floor, if gym staffing levels allow.</p> <p><i>Note: The TeamBath Foundation classes which you will teach will be determined within your individual implementation plan set out upon commencing work. If agreed then the developing of skills can result in the ability to teach more advanced classes off of shift.</i></p> <ul style="list-style-type: none"> <li>• To assist the Health &amp; Fitness Manager and Supervisor in any other areas related to group exercise as required. This may include arranging cover for/cancelling classes if gym staffing levels allow.</li> </ul>
<p><b>Personal Training</b></p> <p>Personal Training on shift should be a last resort and must be booked following the correct procedure as set by Health &amp; Fitness Manager. The gym takes priority so clients may need to be cancelled due the instructor sickness or busy gym. More information on policies and procedures for personal training can be found in the personal training handbook.</p>
<p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Complete all maintenance and health &amp; safety check sheets as per procedure designated by the Health &amp; Fitness Manager.</li> <li>• To actively engage customers who may be performing exercises in an unsafe manor.</li> <li>• Implement the designated action plan at trigger points to prevent overcrowding in the gym.</li> <li>• To remain visible and approachable at all times and ensure the whole gym is monitored through patrolling.</li> <li>• To assist the Health &amp; Fitness Manager and Supervisor in any other areas related to health &amp; safety.</li> </ul>

You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager or a Senior Manager.



## Person Specification template

Criteria	Essential	Desirable	Assessed by		
			A/F	I/T	R
<b>Qualifications</b>					
<b>Fitness Instructor Qualification level 2</b>	*		*	*	
<b>Group Exercise Qualification level 3</b>		*			
<b>Experience/Knowledge</b> Experience of working in a Health Club or similar environment Experience of teaching group exercise classes Knowledge of prescribing solutions to special populations Competence of maintaining basic fitness equipment	*	* * *	* * *	* * *	
<b>Skills</b> Computer Skills namely Microsoft word, Excel & Publisher Presentation skills. Confidence to talk or present in front of a group Strong written verbal communication skills  Strong people skills	* *	* *	* *	* * *	* *
<b>Attributes</b> Positive demeanour and good motivator. Enjoy interacting Creative, good problem solver	* *			* *	* *

Code: A/F – Application form, I/T – Interview/Test, R - References