

**Job Title:**                   **Gym Supervisor**

**Job Purpose:**               To assist students and staff in the use of the apparatus – ensuring safe practice at all times

**Responsible to:**            Head of Enrichment

**Responsible for:**

1.     Assessing fitness levels by use of PARQ forms, standard fitness tests and discussions with participants.
2.     Evaluating current levels of technique.
3.     Creating personal fitness programmes, in conjunction with students and staff.
4.     Updating fitness programmes on a regular basis.
5.     Monitoring attendance of students who use the gym.
6.     Motivating and inspiring participants.
7.     Internal marketing of the resistance/fitness suite.
8.     Organising participant personal challenges and competitions.
9.     General maintenance of equipment, carrying out regular checks for any defects and ensuring that they are addressed.
10.    Reporting any faults and defects to the maintenance contractor.
11.    Reporting an accidents or first aid incidents by completing relevant paperwork.
12.    Complying with the requirements of the Health and Safety at Work Regulations. To take reasonable care for Health/Safety of him/herself, and for others affected by his/her work and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out.
13.    Prioritising the safeguarding of all students and participating in training on safeguarding matters.
14.    Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
15.    Any other duties as may reasonably be required by the Principal .

Head of Enrichment  
November 2019

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**Reporting To :** Head of Enrichment

**Essential**

- Level 2 Gym Instructors Award
- Previous Gym Experience
- Physically fit
- First aid qualification or willing to be trained
- Good self-organisational skills
- Basic computer literacy
- Flexibility in hours available
- Interpersonal skills appropriate for dealing with students and staff
- Empathy with the needs of 16-19 age group

**Desirable**

- CLAIT / RSA/Computer literacy
- GCSE Maths & English
- Good team worker

Head of Enrichment  
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**Terms & Conditions**

On the Support Staff Scale on point 29, currently £23,496 per annum FTE. Actual salary for 37 hours a week 39 weeks a year (0.84 FTE) currently £19,737 per annum. Hours of work 8.30 am to 4 pm Monday, Tuesday, Thursday and Friday. 9.30 am to 6 pm on Wednesdays. Just over half an hour a day unpaid lunch break.

Membership of the Local Government Pension Scheme.