

**Job Description:**

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| **Post:** | *Gym Supervisor* |
| **Salary Grade:**  **(fixed salary)** | *Grade 3 Point 13 - £22,561.38* |
| **Responsible to:** | *Learning Manager (Sport)* |
| **Responsible for:** | *N/A* |

**Key Purpose:**

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| **1** | To ensure the safe use of the Fitness Suite by users |
| **2** | Monitor technical resources and activities |

**Key Responsibilities and Accountabilities:**

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| **A** | Deliver induction courses for use of the Fitness Suite |
| **B** | Actively promote the use of the Fitness Suite both within the College and the wider community |
| **C** | Manage applications for the Student Sports Council and monitor activities and events |
| **D** | Contribute to the College’s enrichment programme |
| **E** | Supervise fitness programmes using available software |
| **F** | Take responsibility for the maintenance of Fitness Suite equipment and the Sports Hall stores |
| **G** | Provide qualified first aid cover in the Fitness Suite |
| **H** | General clerical duties including stocktaking, ordering, photocopying and filing |
| **I** | Maintain student discipline |
| **J** | Advise the Health and Safety Officer of any health and safety hazards identified in the Fitness Suite |
| **K** | Produce annual risk assessments for the Fitness Suite |
| **L** | Participate in setting up for Open Evenings and other events that promote the college |
| **M** | Such other duties as the Learning Manager for Sport and Director of Curriculum, from time to time, may reasonably require |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required. |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety. |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people and vulnerable adults. |
| **6** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards |
| **7** | Provide the best possible service to customers (both internal and external) in line with College standards. |

This job description is current as at the date shown below.

In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| i | Relevant qualification at Level 3 | x |  | A/I |
| ii | First Aid qualification | x |  | A/I |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| iii | Experience of giving inductions | x |  | A/I |
| iv | Experience of designing training programmes | x |  | A/I |
| v | Experience of maintaining equipment in a fitness room | x |  | A/I |
| vi | Experience of maintaining sports store areas |  | x | A/I |
| vii | Knowledge of the education environment |  | x | A/I |
| viii | An understanding of Intranet/Internet systems |  | x | A/I |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| ix | Ability to communicate effectively, both orally and in writing | x |  | A/I |
| x | Ability to maintain database of inducted students | x |  | A/I |
| xi | Ability to monitor staff and student use of the fitness room | x |  | A/I |
| xii | Ability to maintain all areas of the fitness room | x |  | A/I |
| xiii | Ability to work successfully as a member of a team | x |  | A/I |
| xiv | Ability to contribute to the College Enrichment Programme |  | x | A/I |
| xv | Excellent interpersonal skills | x |  | A/I |
| xvi | Excellent organisational skills | x |  | A/I |
| xvii | Initiative and a pro-active approach to promoting healthy and balanced lifestyles | x |  | A/I |
| xviii | Commitment to individual, team and organisational goals | x |  | A/I |
| xix | Commitment to personal learning and development | x |  | A/I |
| xx | Commitment to safeguarding of children and vulnerable adults | x |  | A/I |
| xxi | Commitment to working in partnership with others | x |  | A/I |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment