

UPLANDS COMMUNITY COLLEGE

PERSONAL TRAINER/RECREATION ASSISTANT JOB DESCRIPTION

JOB DESCRIPTION

Job Title: Personal Trainer/Recreation Assistant
Grade: Single Status Grade 2 Points 3-4
Establishment: Uplands Sports Centre, Uplands Community College, Wadhurst
Responsible to: The Sports Centre Manager

MAIN PURPOSE OF THE JOB

To assist in the smooth-running of the extensive community programme that operates inside and outside the Sports Centre, contributing specialism in several areas.

ORGANISATION

Responsible to the Sports Centre Manager and Extended Schools Manager and then to line manage the part-time recreation assistants/instructors whose main role maybe coaching children's activities, personal training, studio instructors.

MAIN FUNCTIONS

Centre Activities

- Helping with the devising, developing and marketing a programme of activities in the Sports Halls, Studio and Gym
- Assisting with improving, developing and marketing of exercise classes
- Ensuring the growth of membership of the centre
- Multi-task, including all aspects of fitness gym supervision and work with members, including inductions, reassessments, personal training, studio classes etc
- Contributing to the Sports Centre's Development Plan
- To be the duty manager on a shift on a rota basis, with these duties shared with other professional staff on an equitable basis, including weekends
- Customer care
- To ensure working areas are fit for purpose, e.g. clean and tidy and promote professional standards
- Cleaning of Gym and Studio and other areas if reasonably possible

Personnel

- Supervisory responsibility for all staff working for the Sports Centre when duty manager
- Assisting with recruitment, induction and staff training
- Undertake an appraisal on a yearly basis

Financial Responsibility

- Supervision of cash reconciliation from the cash register at the end of the day if on shift
- To make recommendations for expenditure to the Centre Manager

Buildings, plant, equipment and materials

- Bringing to the attention of the premises supervisor maintenance, repair and other premises problems
- Health and safety in the centre in accordance with current legislation
- Security of the building when on shift
- Making sure the centre is clean for users when on duty

Other duties

- Parties, vending, occasional reception duties and other reasonable duties as required or as detailed by the Centre Manager

To deputise for the Sport Centre manager when not on shift

- To respond to reasonable requests made by the Headteacher in other areas

Individually negotiated areas

- To become fully Spin trained
- To develop and use fitness gym skills with customers
- To take part in annual performance reviews

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Sports Centre as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

JOB DESCRIPTION AGREEMENT

By special arrangement:

- i: Personal training to be split 50:50 between the Recreation Assistant and Uplands Sports Centre.
- ii: If a Personal Trainer finds and sells personal training sessions and then passes that client to another trainer, the trainer that takes the sessions takes a 50% split, the trainer that sold the session takes 12.5% and Uplands Sports Centre takes 37.5%
- iii: The recreation assistant will not train any Uplands Sports Centre personal training client privately.
- Iv: Uplands sports centre uniform to be worn at all times while on the premises on or off shift.