



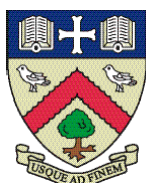
# Sports Centre Personal Trainer Candidate Information

July 2022



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Empowering lives  
through learning



# CHELTENHAM BOURNSIDE SCHOOL



## Welcome to Bournside

### People are at the heart of Bournside.

Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious,** and **Supportive**. These are our values and whilst you'll see them written on our website and on our corridor walls, where you'll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities including our sports centre facilities.

No one gets lost in the crowd, however. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you.

At Bournside's Sports Centre our mission is to provide a dynamic range of coordinated sport and play opportunities for all ages and abilities in our local community.

We've been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways such as being the central hub for very many sports clubs and local sports team.

We offer a variety of sports including badminton, table tennis, basketball, 5-a-side football, volleyball, netball and cricket to name a few.

In November 2022, we opened our brand new fitness suite accessible to students, staff and the public. Our fitness suite offers a wide range of cardio, fixed resistance and free-weight equipment.

The school's fantastic sports facilities are widely used by our local community and we are really pleased we have been able to benefit the wider community with what our facilities offer. Whether they want to play football on our floodlit astro pitch, join one of our fitness classes, or hire our facilities for a part, we have something for everyone.

If you have any questions regarding the position please contact Kirk Mahon, Business Development Manager [kdm@bournside.gloucs.sch.uk](mailto:kdm@bournside.gloucs.sch.uk) I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 9am Monday 25<sup>th</sup> July 2022.

I look forward to receiving your application to join us in **empowering lives through learning**.

**Steve Jefferies**  
Headteacher



## Sports Centre Personal Trainer

**Start date: Immediately**  
**Salary: £10.50 per hour plus additional income through private client personal training**  
**Contract: Permanent, All year round**

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint personal trainers to join our sports centre team to offer personal training to our current gym members as well as for your own clients.

You will support all aspects of all sports facilities providing high-quality customer service to all users.

### Gym Opening Hours

Our gym is open to public members, and will be open for you to train your clients Weekdays 06.15 – 07.45hrs & 17.00 - 21.30hrs & Weekends 08.30-16.30hrs. During school holidays you will have gym access Monday – Friday 07.00-21.30hrs

**Applications by:  
9am Monday 25<sup>th</sup> July 2022**

### Working Hours

We are looking for a number of Part Time Personal Trainers to join our team. As part of this role you will be required to work between 10 – 15hrs a week for the sports centre and then offer your own personal training services outside of your working hours. There will be no PT rent payable to Bournside for the first 6 months, this will then be negotiated with the successful candidates.

Available Sports Centre shifts: Monday, Tuesday & Wednesday 4:30pm to 10:30pm, and either Saturday or Sunday 8:15am to 5:15pm.

We can offer flexibility on days and hours worked. **Please state in your application how many hours you are wanting per week and what days you would like to work so we can discuss the options at interview.**

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

### Application pack:

[www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/)



## Job Description

### Sports Centre Personal Trainer

**Post title:** Personal Trainer

**Responsible to:** Business Development Manager

**Hours per week:** 10 - 15hrs a week

**Working days and hour:** tbc

**Working Weeks:** All year round

**Contract Type:** Permanent

**Salary:** £10.50 per hour with 30 minutes paid lunch break plus additional income through private client personal training set at your own rate. Rental fees will be discussed at interview.

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

#### Purpose

- To support the Business Development Manager in leading all associated activities in order to best support the school in achieving its strategic objectives.
- To promote the school's aims and priorities, and to achieve targets in line with the school's strategic framework and short-term priorities.

#### Specific responsibilities

- Helping clients develop short, and long-term goals.
- Analysing client behaviour and the client's abilities.
- Training existing clients with their fitness goals and competitions.
- Giving general advice on nutrition, health and lifestyle changes
- Leading group fitness classes when necessary.
- Helping clients with their workouts and advising them about important safety concerns.
- Ensuring the gym, equipment and surrounding areas are cleaned on a regular basis.
- Recording and creating reports of client's progress.
- Creating workouts that are safe for the client to replicate.
- Working as part of a team, jointly support all aspects of all sports facilities providing a high-quality customer service to all users in accordance with the normal operating procedures.
- This is a key holder position; the successful candidate will be responsible for the opening and closing of the Sports Centre and ensuring security by activation of the intruder alarm.
- To provide emergency response when required.
- Covering the Sports Centre Reception during opening hours. Answering enquiries (phone, email and face to face) ensuring a high level of customer service is given.
- Personal Trainer post covers all opening hours of all sports facilities from 5.00pm-10.45pm weekdays and 08.00am-6.00pm at weekends. A flexible working approach is required for this position as you may need to swap shifts to cover holidays and sickness.

- Responsible for the daily Sports Centre activity set up, plus set up for internal and external events in the main school.
- Contribute to programming and general operation of the facilities through ideas and support.
- Carry out regular checks of the facilities, reporting any faults and maintenance issues to the Business Development Manager.

### **Special conditions**

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



## Person Specification

### Sports Centre Personal Trainer

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Level 3 Personal Training Qualification</li> <li>Commitment to complete relevant training (first aid, COSHH, Health &amp; safety awareness, safeguarding)</li> <li>Ability to competently use Microsoft Office packages, to include Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Manual handling training</li> <li>Qualified Pilates instructor</li> <li>Qualified Yoga instructor</li> </ul>
Experience, understanding, and knowledge	<ul style="list-style-type: none"> <li>Experience of working in a Gym, supporting &amp; inducting clients on equipment.</li> <li>Knowledge of cleaning systems</li> <li>Have high standards of work.</li> <li>First aid experience and understanding</li> <li>Willing to undertake trainings courses that are relevant to the post and that are required for health &amp; safety purposes.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an education environment</li> <li>Experience of working in a customer-focused role</li> <li>Knowledge of Safeguarding.</li> <li>Experience of working in a Sports Centre</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Excellent oral communication and interpersonal skills</li> <li>Ability to handle confidential information sensitively</li> <li>An ability to motivate others in an encouraging and uplifting way towards improving their overall fitness and health</li> <li>Ability to meet deadlines</li> <li>A dedication to self-improvement, self-awareness, continuous learning, personal growth and development with regard to personal health, fitness and mental capacity</li> <li>Able to adopt a proactive approach to cleaning.</li> <li>Ability to work on own initiative and as part of a team</li> <li>Ability to build effective working relationships with all colleagues.</li> <li>Ability to promote a positive ethos and work ethic.</li> </ul>	<ul style="list-style-type: none"> <li>Be willing to undertake a variety of duties when necessary</li> </ul>



## Settling in at Bournside

We will fully support you in understanding and coping with your new role at Bournside's Sports Centre. The Business Development manager oversees the provision for new staff working in our Sports centre.

### Induction day

You will receive two full days of training which will provide information about the aspects of Bournside Sports Centre which will be needed as soon as your start, such as:

- Introduction to Bournside School
- Security of the Sports Centre facilities
- Facility set ups for external customers
- Cleaning and Health and safety procedures
- Booking systems and communication
- Key policies
- Safeguarding training
- First Aid Training

### Continuing Professional Development

We are forward-thinking in our approach to Continuing Professional Development (CPD) and pride ourselves on the opportunities we offer to support your progression. Whether you join us as a member of teaching or support staff, we invest in your career through whole staff training, sharing best practice, peer observation, personal and departmental development time, focused workshops, external courses, and performance management and review.



We are delighted to have been awarded the Silver Award for Professional Development from the Teacher Development Trust (TDT) in recognition of our CPD provision for teaching and support staff.

The auditor praised The consideration of the needs of all colleagues is a real strength here, in particular considering how best to support the CPD needs of part-time staff and flexible working, showing a real understanding of the impact that a supportive working environment can have on teacher wellbeing and outcomes for students.



## Employee Benefits

### Support Staff

#### Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World

#### Professional development

- Support to complete further academic study and professional qualifications.

#### Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.





# Our Values

## We are...

### **PURPOSEFUL**

We persevere to achieve our goals and aspirations

### **PROUD**

We celebrate everyone's effort and achievements

### **RESPECTFUL**

We care about each other and believe in equality and kindness

### **CURIOUS**

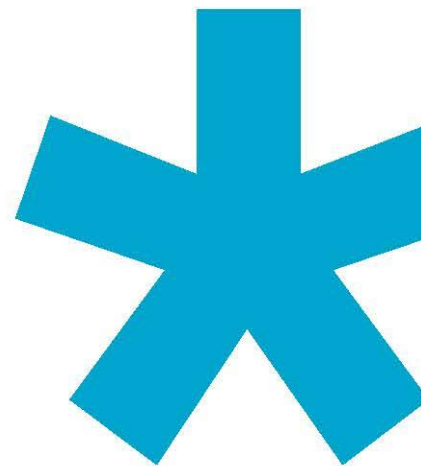
We have enquiring minds and are not afraid of challenge

### **SUPPORTIVE**

We make a positive difference to each other's lives

### **AMBITIOUS**

We aim for the very best in all we do



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