



Sports Centre Personal Trainer

Multiple flexible part-time positions available

June 2023



**CHELTENHAM
BOURNSIDE
SCHOOL**



**CHELTENHAM
BOURNSIDE
SPORTS CENTRE**



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: a sports centre with fitness suite and 3G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our sixth formers have their own large base with numerous study rooms. Whilst not in use by students on weekday evenings and throughout the weekend, many of these high-quality facilities are available to let and we would like to further invest in a team to support this.

We have been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in 1972. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the Personal Trainer position, please contact Kirk Mahon, Site and Lettings Manager (kdm@bournside.gloucs.sch.uk).

Steve Jefferies
Headteacher



Applications by:
Applications will be reviewed
as they are received.

Sports Centre Personal Trainer

Multiple part-time positions available

Post title:	Sports Centre Personal Trainer
Responsible to:	Site & Lettings Manager
Working days and hours:	We have multiple part-time positions available (please state your availability in your application). Some weekend work will be required.
Shifts available:	Tuesdays: 4.45pm - 10.30pm Sundays: 8.15am - 4.15pm
Contract Type:	All year round, part time contract
Salary:	£10.50 per hour

An exciting opportunity to join the site and lettings team has arisen for an enthusiastic and customer service focussed Personal Trainer.

Purpose

- To support the Site & Lettings Manager in leading all associated activities in order to best support the school in achieving its strategic objectives.
- To oversee the running of let facilities whilst on shift, providing assistance and support to school facility users, promoting a customer-focused environment, generating excellent public relations and customer care.
- Supporting and contributing to the overall ethos, work and values of the school.

Specific responsibilities

- This is a key holder position responsible for the opening and closing of the facilities, ensuring security by activation of the intruder alarm and ensuring building/equipment checks are carried out as stipulated in the daily log.
- 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.
- 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 4.30pm-10.30pm weekdays and 08.00am-5.00pm at weekends. A flexible working approach is required for this position as you may need to swap shifts to cover holidays and sickness.



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- 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.

Other

- To work within school policies and procedure
- To participate in an annual Performance Development Review as required.

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.

Cheltenham Bournside 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.



Person Specification

Sports Centre Personal Trainer

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

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



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's gym

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.

Professional development for all staff

- Support to complete CPD suitable for role.

School values

We are: Ambitious, Curious, Proud, Purposeful, Respectful and Supportive