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# Sandwell Leisure Trust

## Job Description

Job Title Gym and Fitness Instructor		Section/Site
Grade Grade 3	Working Hours As per advert	Location As per advert
Responsible to Site Fitness Coordinator, Health and Fitness Development Officer, Centre Management.	Contacts Sandwell Leisure Trust Managers and employees, Sports Development Manager, Sandwell Primary Care Trust, Members of the public	Special Conditions. Uniforms, where applicable, and identification cards/badges to be worn. To include evening and weekend working inclusive within the grade

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job summary To provide a frontline service to users of the Gym.
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<p>Your responsibilities are:</p> <p>In addition to the responsibilities listed below, all employees must be flexible in their approach to undertake such other duties, which are commensurate with the post holders salary grade, to achieve the objectives of the post.</p> <p>It is the responsibility of each employee to carry out their duties in line with the Trust's policies on equality (please refer to the Policy Statement), harassment, racial equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and should also identify and monitor training for themselves and any employees they are responsible for in line with these policies and the equality standard.</p> <p>All employees must carry out responsibilities with due regard to the health and safety regulations.</p>
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Your duties are:

1. To give inductions to new users of the Gym.
2. To devise training programmes for a variety of clients.
3. Ensure that correct documentation in relation to exercise programmes is maintained.
4. Maintain records as necessary.
5. Ensure the area of activity is ready for use before a session and left in an appropriate state following a session, with any damage reported prior to the commencement of the next session.
6. Carry out Client Health Assessments and record results.
7. Provide programmes for clients attending through G.P. exercise referral scheme.
8. To actively participate in the organisation and running of any special events or promotions both on site and off as determined by a Manager in relation to the promotion of 'Creating An Active Sandwell'
9. Participate in relevant staff training, to include:
  - Related fitness qualifications/courses;
  - Manufacturers recommended maintenance schedules;
  - Staff training workshops;
  - Staff meetings.
10. To take a pro-active role in promoting and marketing fitness suites, exercise classes and all other activities, at all sites throughout the Trust.
11. To ensure the safety of facility users.
12. Operate at all times in accordance with Health and Safety Legislation, Trust's Safety Policies, Codes of Practice and Work Instructions, to include:
  - Class instruction;
  - Programme planning;
  - Inductions;
  - Continual monitoring of fitness programmes;
  - Cleaning and maintenance.
13. Operate in accordance with statutory requirements and the Trust's Standing Orders, Financial Regulations and Accounting Instructions.
14. Assist customers with first aid requirements.
15. Ensure all customers are treated in accordance with the Trust's Customer Care Policy.

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| 16. | Respond to and fully comply with the Emergency Action Plan.  |
| 17. | To operate in accordance with the Trust's Policies on Data Protection and Acceptable Use of Information Systems and any procedures relevant to the job role. |
| 18. | Undertake routine maintenance and cleaning equipment in accordance with manufacturer's guidelines.   |
| 19. | Complete incident, accident and general reports and assist in investigations as required.  |
| 20. | At all times work in accordance with the normal operating procedure and service specification.   |
| 21. | To comply with and actively promote the Trusts Smokefree Workplace Policy.   |