



## Reed's School Job Description GYM SUPERVISOR

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<b>Purpose of the Role:</b>	<p>In order to cover the gym at relevant times, Reed's employ a Gym Supervisor to work on a part time basis to cover evening shifts.</p> <p>The main purpose of this role is to ensure the health and safety of all those who use the gym (pupils and staff). There will also be a requirement to ensure all fitness equipment is kept clean and well maintained and to provide a high level of customer service at all times.</p> <p>The role-holder will be expected to work part-time, term -time only across 4 days a week; Monday, Wednesday and Thursday: 7:30 pm – 9:45 pm and Sunday: 11:00 am – 1:00 pm.</p> <p>This role will report into the Director of Sport.</p>
<b>Main Duties and Responsibilities:</b>	<ul style="list-style-type: none"><li>• Ensure that all users of the gym (staff and students) are aware of, and adopt, safe and effective practices when using the gym.</li><li>• Ensure gym users are performing safe and correct exercise techniques.</li><li>• Ensure that any promotional literature for students or staff is readily available and restocked where required.</li><li>• Carry out day to day cleaning of all equipment to ensure that it is safe and hygienic for users.</li><li>• Ensure all gym equipment is fully maintained and report any faulty/broken equipment to the Head of Strength and Conditioning.</li><li>• Replenish any supplies used in the gym where necessary.</li><li>• Ensure that portable equipment belonging to the gym is stored safely and securely.</li></ul>

	<ul style="list-style-type: none"> <li>• Ensure that only users who have completed an induction with a fitness instructor use the gym facilities.</li> <li>• Update the Student &amp; Staff membership database accordingly with any new information and produce updated/new membership cards where required.</li> <li>• Maintain knowledge of relevant policies and procedures, in particular the School's Health and Safety Policy.</li> <li>• Promote and safeguard the welfare of children and young persons with whom you come into contact.</li> <li>• Carry out other reasonable duties as instructed by the Duty Management team and commensurate with the role.</li> </ul>
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## Reed's School Person Specification GYM SUPERVISOR

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	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• First aid Qualification.</li> <li>• Hold a Level 2 (or above) Fitness qualification or be working towards.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of being a gym user.</li> <li>• Previous experience of working within a customer service role.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong communication skills both verbal and written.</li> <li>• Good Interpersonal skills.</li> <li>• Excellent customer service skills.</li> </ul>	
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety legislation and other relevant legislation relating to leisure centre/sports club operations.</li> </ul>
<b>Personal Competencies and Qualities</b>	<ul style="list-style-type: none"> <li>• Strong work ethic.</li> <li>• Honesty and integrity.</li> </ul>	

	<ul style="list-style-type: none"><li>• Ability to adapt and work flexibly</li></ul>	
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