

Information for Candidates

Fitness Instructor





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Welcome

Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good-humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us. We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne
Master



The College

Dulwich College is an academically selective independent boys' school in south east London with a tradition of inspired teaching, genuine scholarship and co-curricular breadth.

Situated in 70 acres, yet only 12 minutes by train from central London, the College enjoys outstanding academic, co-curricular and sporting facilities, including The Laboratory, a RIBA National Award-winning Science and Arts building. There has also been an extensive refurbishment of its iconic Grade II* listed Barry Buildings and surrounding landscaping.

Further information about the College can be found on our website www.dulwich.org.uk



Vision, Values and EDI

Vision

Our vision is to be an outstanding school inculcating in every pupil an aptitude for work and study and a sense of service so they have the potential to make a positive difference in the world.

Values

Our values are purpose, kindness and joy and through these values we seek to encourage curiosity and creativity, compassion and open-mindedness, resilience and integrity, and a collaborative outlook and an appreciation of how we all benefit from living and growing in a diverse and inclusive society.

Equity, Diversity and Inclusion

We proudly celebrate the diversity that exists within our pupil and staff bodies, as well as in our alumni and parent communities, and recognise the important role that our rich array of backgrounds and experiences plays in building a vibrant, forward-looking community. As a result, Dulwich College stands firmly against discrimination and exclusion in all its forms.

We strive to build a supportive community that encourages a sense of social responsibility and which promotes the fundamental British values of democracy, individual liberty, respect and tolerance, and the rule of law. We will continue to work alongside members of our community to progress our inclusion work and embed our core values across all aspects of College life.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

As an employer we are committed to promoting and protecting the physical and mental health of our staff.



Emily Von Bergen
Design & Technology Teacher

As I prepared to leave university, I was adamant that an office job was not for me. I am now in my seventh year here at Dulwich and I can state, without hesitation, that joining this school has proved to be the best career decision I could have made. I joined a thriving department and soon after Dulwich sponsored me through my PGCE. My colleagues represent a diverse body of talent and experience that I feel privileged to learn from and be a part of. In any given week, I could find myself tackling complex projects in D&T, coaching sport, planning RAF adventures with the cadets, or helping with D of E. The end of a busy day usually sees me in the gym, with colleagues, using our superb facilities. Dulwich College offers so much to staff, and to our students, it really is a supportive, thriving environment.



Jon Prater
Sports Club Duty Manager

After moving to London at 18, initially working at Alleyn's School, then JAGS Sports Club I completed the Foundation Schools triangle by joining Dulwich College Sports Club in 2009. Now in my fifteenth year, the College has provided a progressive, fulfilling and friendly working environment.

The local community recognises the College as a welcoming venue. We host many local community groups and sports clubs, ranging from athletics to martial arts to ballet and many more. The College has also proudly hosted International rugby teams, with Australia, Romania and New Zealand, plus the England and Sri Lanka cricket teams enjoying our fantastic grounds.

It is great to see College staff and their families enjoying their complimentary Sports Club memberships, with Swimming, Tennis, Fitness and Squash among the facilities on offer. In my role as Deputy Manager of the Sports Club I am lucky to work with all departments within the College, making many friends here.



Raj Joshi
Physics Teacher

Prior to joining Dulwich I worked in leadership roles in a number of state schools and MATs in South and East London. The College is an incredibly welcoming place to work, and assessments, schemes of work and performance management are well planned and communicated, and even the coffee is excellent! Senior staff are open and approachable and there is transparency and mutual trust. The pupils at Dulwich are well-rounded with a wide variety of abilities and from a huge range of backgrounds. The College's scholarship programme and the commitment to diversity and inclusion, along with its extensive outreach and partnership programmes mean that I feel I am able to make a difference to the lives of young people. Dulwich college is an open, supportive, and enriching place in which to work and I would encourage applicants from any background to consider a role here.



Carol Wallace-Vorberg
Sports Club Administrator

Having had a long and varied career in travel, I took a break when my boys were young and then gravitated into swimming teaching within several local schools, as my sporting preference centred on swimming when I was younger. Combining this sporty and customer focussed background, I was fortunate to secure a role at the Sports Club over 6 years ago as a Receptionist. I now deal with membership and administration, including hirer bookings and lifeguard training, all of which includes liaising with other College departments.

We have a super community/family feel here and get to know our regular members quickly. Shifts are never dull and it always makes the work very interesting. Our team is very friendly and supportive of each other, encouraging progression within a role. The Sports Club also plays a vital role in the physical and mental wellbeing of the College staff and pupils, making us feel very much an integral part of College life. It is very satisfying to be part of a thriving club, at the heart of our community.



The role

Fitness Instructor

Dulwich College Sports Club has over 3500 members and numerous specialist sports groups benefiting from its excellent facilities. The club operates to a high standard and aims for continuous improvement.

Fitness Instructors are responsible for day-to-day running of the Fitness Suite and Free-Weights Room as part of a team of instructors, ensuring all users are properly inducted, train safely and fully enjoy the experience. Working with the Fitness Team Leader to develop the service levels.

The successful candidate will not be permitted to conduct personal training at the Sports Club.



Job description

Job title

Fitness Instructor

Reporting to

Sports Club Duty Manager & Fitness Team Leader

Period of employment

Permanent

Hours of work

All year round

Sundays 09:00- 15:00 (5.5 hours)

TOTAL 5.5 hours per week

Salary

£14.28 per hour

Core duties

- Monitor access to the fitness rooms, checking membership credentials where necessary.
- Provide induction sessions for new members, demonstrating the safe and proper use of the equipment, informing them of the usage rules/policies and promoting the ongoing services of the fitness instruction team.
- Manage the use of the area on a day-to-day basis with emphasis on safety and on motivating members to continue their training programmes for the long-term.
- Monitor the equipment for any maintenance problems, reporting issues to the Sports Club Technician and Fitness Team Leader.
- Ensure that all areas are always clean and tidy. Cleaning duties are an integral part of this role. Bags and personal belongings should be stored in the lockers provided.
- Encourage Free Weights users to replace dumbbells and barbell weights to the storage racks after use, or otherwise regularly replace them for safety reasons.



- Ensure that users wipe down the machines after use with their own towels.

Additional Duties

- Provide tours for potential new prospects around the facility. Complete a needs analysis to understand their goals and upsell a membership
- Provide Fitness Instruction services to the College P.E. Department as requested and subject to terms agreed with the Director of Sport.
- Attend team meetings training as required by the Fitness Team Leader. These may occur outside of the normal shift pattern and may be claimed as overtime or taken off in lieu.
- Carry out other duties commensurate with the position as required by the Sports Club Manager
- Possible involvement, in conjunction with the Sports Club Manager, with the running, promotion and development of the Exercise Class programme.

Essential Qualifications and Experience

- An appropriate and current Fitness Instructor certificate (e.g. FIA, NASM or YMCA approved)
- First Aid at Work certificate
- Previous experience in similar sports/health club environments and/or personal training

Desirable Qualifications and Experience

- Knowledge and experience of the operation of “Pulse” brand fitness equipment.
- Other sports coaching certificates

Essential Technical skills (including computer packages)

- Basic IT knowledge

Personal Qualities

- Strong inter-personal skills – able to engage and motivate customers
- Personal interest and enthusiasm for being fit and active
- Flexible attitude to working hours and duties
- Willing to remain abreast of the latest industry developments and learn new skills as necessary
- Customer-focussed attitude to service



Holidays

Pro-rata of 25 days per annum, increasing to 30 days after completion of five years' service plus pro rata entitlement of Bank Holidays.

All staff have a responsibility to safeguard and promote the welfare of children. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work with the safeguarding policies of the organisation.

All staff must take care of their own health and safety and that of others, observe applicable safety rules, follow instructions for the safe use of equipment and co-operate with managers on health and safety matters (including the investigation of any incident).

Employee Benefits Supporting Our Operations Team

* Terms & Conditions apply
*The benefits offered aren't contractual and may occasionally be updated



Help to make your money go further

Generous pension contributions
The College matches contributions up to 10% of salary

Lunches
Join colleagues for a free lunch at the school cafeteria, or pick up and take-away if you're busy

Eat out at a discount
Sign up to a TasteCard to receive significant discounts at many high street and local restaurants, as well as coffee and pizza delivery discounts

Retail discounts
Retail discounts are available through SimplyHealth (automatic membership) and you can sign up to CostCo and TasteCard membership for discounts at CostCo and other high street retailers and major supermarkets

Fee remission
Receive significant discount on fees at Dulwich College, Alleyns, JAGs and DUCKS (normal admissions process applies)

A hand with your wellbeing

SimplyHealth Cash Back Scheme
A scheme that gives cash back to cover some health expenses, including dental, physio, eye exams and prescriptions

Telephone GP Support
24/7 access to online GP consultations, providing advice, diagnosis, referrals and ongoing support

EAP (Employee Assistance Programme)
A 24/7 counselling and advice helpline offering guidance on emotional, financial and relationship matters

Membership of our sports club
Free family membership at Dulwich College Sports club

Eye tests
Free tests for regular computer users and a contribution to glasses needed as a result of VDU use

Flu vaccinations
Free seasonal flu vaccinations, delivered on site

Support for your life outside Dulwich College

Increasing annual leave
All-year-round roles have 5 working weeks of holiday, rising to 6 weeks after 5 years' service

Enhanced family leave
To support your family when you welcome a new addition

A new baby perk
A cash contribution from SimplyHealth when you welcome a new baby to your family

Time off for IVF and assisted conception
Up to 5 days off to attend key appointments

Help should the unimaginable happen

Life insurance
Everybody in one of our pension schemes has life insurance automatically, should the worst happen

Accident insurance
A policy that pays benefits following an accident resulting in permanent disability or dental damage

Help with your commute

Bike to work
A tax efficient way to buy a new bike for your commute

Onsite parking
If you need to drive to work, you'll find free parking onsite

A boost to your social life

Social activities
Social activities run throughout the year ranging from Burns nights to book clubs, from a summer party to staff quizzes

Free entry to Dulwich Picture Gallery
Show your staff pass for free entry to the Picture Gallery

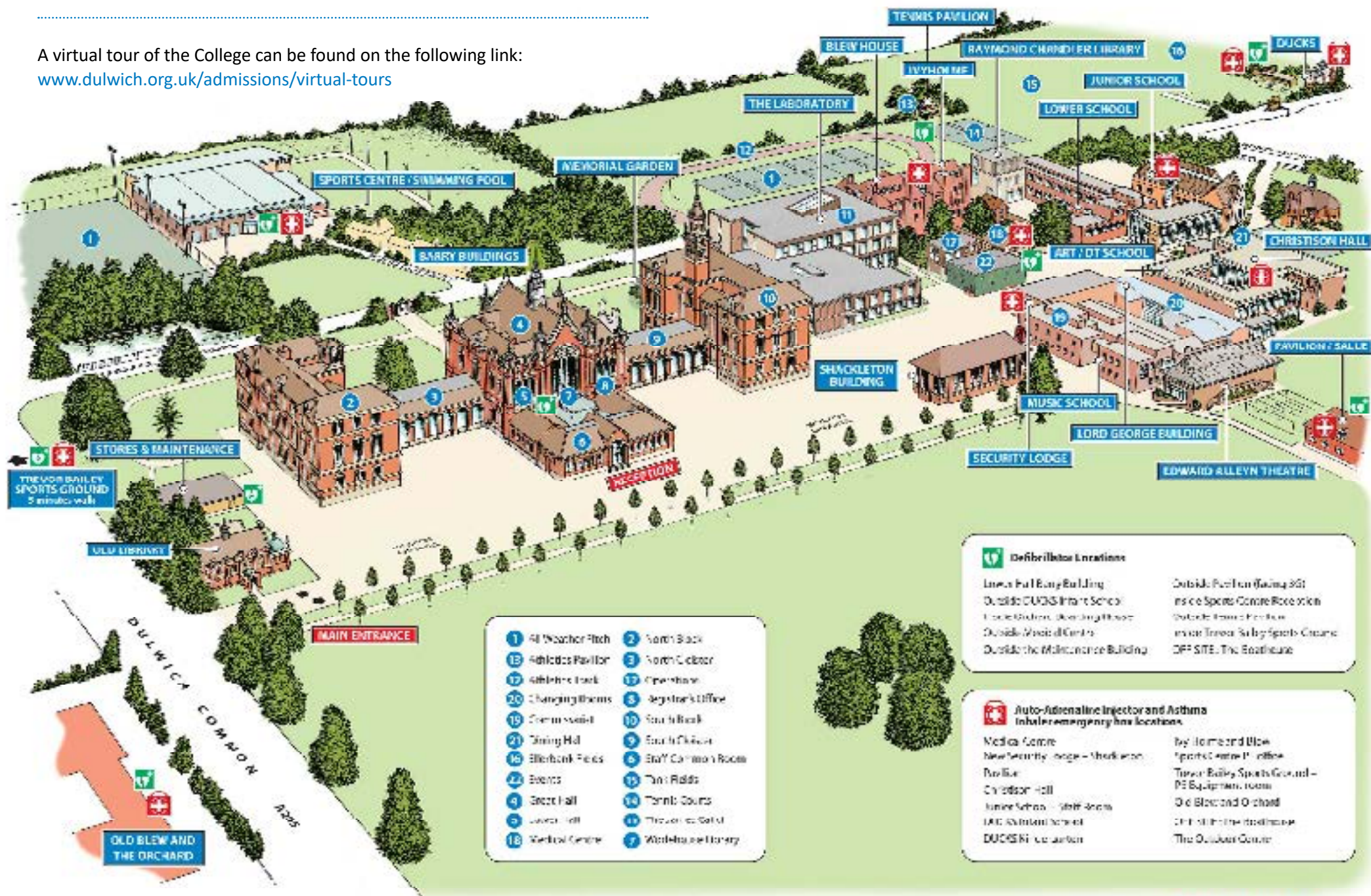
Discount at Dulwich Golf Club
Show your staff pass to receive the discounted 'Member's guest' rate

Discounts for private functions
Significant discounts for events are available (dependent on availability)

Campus map

A virtual tour of the College can be found on the following link:

www.dulwich.org.uk/admissions/virtual-tours





Application Procedure

To apply for this role please visit our [vacancies page](#)

Closing date

Thursday 6 November 2025

Interview date

Week commencing 10 November 2025

Start date

As soon as possible

We are committed to safeguarding and promoting the welfare of children. This is the responsibility of the whole College community. We all remain vigilant about safeguarding at the College and we never think that child abuse could not happen here or to our pupils. A DBS Disclosure is required to Enhanced level. The DBS Code of Practice and the Standard and Enhanced DBS Privacy Policy can be found on our website. Charity 1150064



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