



## Job Description

<b>Job Title:</b>	<b>Casual Fitness Assistant</b>
<b>Post No:</b>	<b>TCT</b>
<b>Grade:</b>	<b>£8.45</b>
<b>Location:</b>	<b>Leisure at Cheltenham</b>
<b>Responsible to:</b>	<b>Fitness Co-ordinator</b>
<b>Responsible for:</b>	<b>N/A</b>

### Part A: Job purpose

The post of Fitness Assistant reports to the Fitness Co-ordinator.

The post holder will support the Fitness Co-ordinator with the provision of a high level of service and instruction to customers in the health and fitness facilities at Leisure at Cheltenham.

This job description operates in conjunction with the council constitution including the scheme of delegations.

### Part B: Key result areas

#### 1. Own personal management and development

- a) To be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
- b) To ensure that the trust's equal opportunities policies are followed and actively practice social inclusion within own area of service.
- c) To read and respond to corporate communications and information which is disseminated.
- d) To participate in the Trust's agreed performance appraisal system.

#### 2. Responsible for all physical resources and budgets allocated to the unit.

- a) no budget responsibility;
- b) To ensure all resources (including IT hardware and software) are used safely, legally and efficiently.
- c) To comply with standing orders, financial regulations and all other Trust policies and systems for ensuring financial probity.

#### 3. Professional / technical

- a) maintain personal professional/technical competence within the service area in part C;

#### 4. Other responsibilities

- a) To ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery.
- b) to comply with all aspects of the corporate health, safety and welfare policy
- c) To carry out any other duties that may be required commensurate with the general level of responsibility for the post.

### **Part C - Specific Service Areas**

1. To keep in touch with current practice and trends with regards to health and fitness.
2. To work with TCT, other agencies and community and voluntary groups to develop services within corporate and community strategies under the general direction of the corporate policy manager.
3. To assist in the preparation and presentation of reports associated with own service area, as requested by the Fitness Co-ordinator.

### **Part C - Main Duties and Responsibilities:**

To support the Fitness Co-ordinator in the provision of a high level of service and instruction to customers in the health and fitness facilities at Leisure at Cheltenham and Prince of Wales Stadium.

1. To welcome all users of the health and fitness facilities promoting a positive image of the facility and TCT by the provision of high quality customer service.
2. To complete cleaning and ensure that all periodic maintenance of the equipment is undertaken to manufacturer's instructions and appropriate records maintained.
3. To undertake induction programmes with all new customers to include safe and effective use of the fitness equipment, ensuring customers are fully competent in its use.
4. To complete weekly and daily checks according to Fitness SOP
5. To undertake the preparation of personal programmes to suit the customer's needs/requirements, ensuring that all programmes are constantly monitored and re-evaluated where appropriate.
6. To perform fitness assessments in accordance with the facilities operating procedures and guidelines.
7. To assist with the delivery of personal training sessions
8. To assist with the implementation, operation and promotion of the Exercise Referral Scheme (Re-Active).
9. To ensure that the health and fitness facilities are maintained to a high standard of cleanliness, hygiene and safety at all times.
10. To ensure that accurate information and promotional displays are maintained in the health and fitness facilities.
11. Assist in the marketing and promoting of the facility.
12. Maintain adequate supervision of users to ensure their health, safety and welfare.

13. To attend relevant training courses as required by TCT to maintain the ability to carry out the duties of the role effectively.
14. To attend staff meetings as required.
15. To wear any uniform that TCT request.
16. To comply with the Emergency Action Plan for the facilities and assist with any such incidents in the appropriate manner.



## PERSONNEL SPECIFICATION FORM

Applicants Please Note: You may retain this form for your information.

Job Title: FITNESS ASSISTANT	Grade: C
Drawn up by: Chris Davis	Signature:

CRITERIA	Assessment Code
<p><b>A. Skills and Abilities</b> (Including basic, technical, communication, managerial skills, skills dealing with people, etc.)</p> <p>Effective communication skills - oral and written.</p> <p>Must be numerate.</p> <p>Good level of PC skills in office applications.</p> <p>Must be able to record information accurately.</p> <p>Good inter-personal skills - must be confident with a friendly manner and be able to work individually or a part of a team.</p> <p>Ability to develop positive working relationships with staff and customers.</p> <p>The role requires a good level of basic fitness.</p>	<p>S&amp;I</p> <p>S</p> <p>S</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
<p><b>B. Knowledge</b></p> <p>Must have good knowledge of health and fitness operations and systems.</p> <p>Knowledge and experience of prescribing fitness programmes for a diverse range of customers with varying levels of fitness.</p> <p>Knowledge of customer service skills for dealing with a range of customers.</p> <p>Basic level of knowledge of health and safety.</p> <p>Knowledge of current trends within the fitness industry.</p> <p>Knowledge and understanding of Exercise Referral Schemes and their operation.</p>	<p>S / I</p> <p>S / I</p> <p>S / I</p> <p>S / I</p> <p>I</p> <p>S&amp;I</p>

<b>CRITERIA</b>	<b>Assessment Code</b>
<b>C. Work Related Experience</b> (including voluntary/unpaid work)	
A minimum of 6 months experience of working in a fitness related operation with specific responsibility for the supervision and safety of customers and the prescribing of exercise programmes.	S
<b>D. Qualifications</b> - for which there is a legal/professional requirement	
Level 2 in Fitness/Gym Instruction NVQ/ PEA / YMCA or equivalent Fitness / Weight training qualification.	S
Emergency First Aid or First Aid at Work	
<b>E. Circumstances</b>	
Must have a flexible approach to working hours as the postholder will be required to work on a rotating shift system including days, evenings and weekends. The post requires Bank Holiday working as part of the rota.	I
<b>F. Desirable Criteria</b> (It is not essential to satisfy these requirements, but they may be used during shortlisting)	
Knowledge of maintenance and cleaning of fitness equipment	S
Marketing and Promotional experience.	I
Exercise to Music qualification or qualified Spinning/Indoor Cycle Instructor.	I
Level 3 Personal Training qualification.	I
GP Referral	I

**Criteria Assessment Code Descriptors**

**S** - To be assessed at shortlisting for interview.

**I** - To be assessed at interview

**T** - To be assessed by test. (If selected for interview all candidates will be sent further details of this.)

**FOR OFFICE USE ONLY**

**Verification Statement**

I confirm that this Personnel Specification has been approved by:

Name:

Designation:

Signature:

Date of Approval:

**This statement must be completed before the form is sent to Human Resources**