 

**JOB DESCRIPTION**

**Job title: Fitness Instructor**

**Reporting to: Fitness Manager**

**Hours: 18.5 hours per week including evenings, weekend and Bank Holidays**

**Salary:** **£12.46 per hour**

**Closing date:**  **15 September 2025 at 5 pm**

**Job purpose:**

Under the direction of the Fitness Manager

* to assist with the day to day operation of the Gym and fitness areas of thePoint4.
* to assist in the setting up and putting away of equipment for events and activities
* to ensure that high standards of hygiene and cleanliness are maintained in line with the Centre’s schedules and requirements
* to ensure the safety of staff and customers and assist the management in providing the best possible customer service

**Main duties and responsibilities:**

* To assist the Fitness Manager in the delivery of a high-quality customer service.
* To ensure the Health and Safety procedures are followed according to thePoint4 policy.
* To ensure the cleaning and maintenance schedules are carried out.
* To ensure that Rooms are ready for either fitness classes or meetings both internal and external
* To actively promote, market, recruit and retain custom.
* Ensure effective communications and development within facilities is achieved.

**Job Activities:**

* To carry out routine maintenance checks of all equipment throughout the Gym
* To carry out cleaning and maintenance duties when on specific shifts as appropriate.
* Ensure all customers receive a quality service and continually receive appropriate advice on safe and effective methods of exercise through regular floor walking and contact with customers.
* Ensure every effort is made to retain customers through offering a continually improving, friendly and imaginative service.
* Actively market thePoint4 facilities at every opportunity.
* To follow the facilities corporate induction process, ensuring that all procedures are correctly administered to ensure a quality service.

RNC is an equal opportunities employer welcoming applications from all sections of the community. We are committed to safeguarding and all successful applicants will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Eligibility to work in the UK is required.

**Note: This job description covers the main, current duties and responsibilities of the job; however, it is subject to review and amendment in the light of developing or changing organisational needs. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.**

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**PERSON SPECIFICATION – Fitness Instructor**

Essential and Desirable criteria will be assessed using a range of methods that may include: application form, interview, task or test, presentation of certificates or required documents. Consideration will be given to candidates who may not hold the essential qualifications but who can demonstrate equivalent experience and/or a willingness to achieve the qualification on appointment

| **ATTRIBUTES** | **MINIMUM/ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| Experience | * Minimum six months experience in the fitness industry or equivalent within the sporting industry | * Experience of working with special populations. |
| Knowledge/skills | * Awareness of Health & Safety practices and guidelines. * Good communication skills * Ability to work as part of a busy team | * IT Skills |
| Qualifications and training | * Minimum - Level 2 NVQ Gym Instructor qualification held, or equivalent. | * First aid for work. * BACR or similar * Customer Care * Working towards qualifications in Gym Instructor / fitness industry |
| Disposition, attitude and motivation | * Understanding of the need for safeguarding for our students, and a commitment to safe practice * Commitment to Equality and Diversity and its active promotion. | * Understanding of QUEST or other quality assurance scheme |
| Additional/other | * Enhanced DBS disclosure will be required prior to appointment being confirmed. * Eligibility to work in the UK |  |