

# Sm)thills *Sports Centre*

## **DUTY SUPERVISOR / FITNESS INSTRUCTOR PERSON SPECIFICATION**



## PERSON SPECIFICATION – DUTY SUPERVISOR/FITNESS INSTRUCTOR

	Essential/ Desirable
<b>EDUCATION &amp; QUALIFICATIONS</b>	
▪ Recognised Gym Instructor qualification	E
▪ Current First Aid Certificate	E
▪ Leisure qualifications	D
▪ NPLQ Lifeguard qualification	D
▪ Sports Coaching qualifications	D
<b>EXPERIENCE RELEVANT TO THE JOB</b>	
▪ Experience in dealing with the general public	E
▪ Experience in working in the Leisure/Fitness Industry	E
▪ Experience in undertaking I.T tasks	E
<b>ABILITIES &amp; SKILLS</b>	
▪ Interpersonal skills, including friendly, outgoing person who likes to meet different people	E
▪ Ability to work as part of a team working to a defined quality level and common objectives	E
▪ Willingness to work when most people are enjoying their leisure time	E
▪ High standards of personal presentation and appearance	E
▪ Ability to liaise with all users	E
▪ Ability to provide a customer orientated service	E

	<b>Essential/ Desirable</b>
▪ Flexible and helpful	<b>E</b>
▪ Effective written and oral communication skills	<b>E</b>
▪ Ability to instruct people with differing abilities	<b>E</b>
▪ Ability to instruct people with disabilities	<b>E</b>
▪ Ability to keep records	<b>E</b>
▪ Ability to work on own initiative	<b>E</b>
▪ Ability to pursue further training opportunities	<b>D</b>

**KNOWLEDGE & AWARENESS**

▪ An affinity with sport and an understanding of the needs of customers of sports and leisure facilities	<b>E</b>
▪ Knowledge of equal opportunities	<b>E</b>
▪ Knowledge of customer care	<b>E</b>
▪ Awareness of promoting and marketing fitness facilities	<b>D</b>
▪ Awareness of Health and Safety policies, practices and procedures	<b>D</b>
▪ Knowledge of the Fitness industry	<b>D</b>

**March 2023**

Smithills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure & Barring Service.

Current or previous employers will be contacted as part of the verification process pre-appointment checks if the applicant is short-listed. Information requested will include:

- Disciplinary offences relating to children, including any which the penalty is “time expired”
- Whether the applicant has been the subject of any child protection concerns
- The outcome of any enquiry or disciplinary procedure

Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

We may use internet searches using information held in the public domain to perform due diligence on candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

M Sidebottom  
Principal

## **SAFEGUARDING CHILDREN – DISCLOSURE & BARRING CHECK**

### **Exempt under the Exceptions Order to the Rehabilitation of Offenders Act 1974**

You are advised that all jobs at Smithills School are subject to an Enhanced Disclosure Check via the Disclosure & Barring Service. This means that you are required to disclose any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance including relevant dates.

When completing an application form you are asked to sign a form that the information you have provided about any criminal convictions is a true statement. A conviction will not necessarily be a bar to obtaining employment, BUT failure to disclose any of the above criminal conviction will disqualify you from this appointment and may render you liable to dismissal without notice.

Disclosure checks will only be sought from the Disclosure & Barring Service after a candidate has been provided with a provisional offer of employment. If you have subscribed to the Disclosure & Barring Service (DBS) update service please indicate this on your application form.

To protect your privacy when applying for a post, you can provide details of any convictions, cautions and bind-overs in a sealed envelope marked ‘Private’, for the attention of Lisa Muller, and return this with your completed application form. Please indicate on the application form if you have enclosed further information separately.

If you require any further information or have any questions, please contact Lisa Muller, Finance & HR Officer, at Smithills School on tel: 01204 842382, prior to submitting your application.

