

**THE  
EDUCATION  
ALLIANCE**  
**JOB DESCRIPTION**

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**Job Description:** Fitness Instructor

**Reporting To:** Sports Centre Manager

**Line Reports:** Sports Centre Manager, Head of School

**Job Purpose:** The primary function of this role is to provide customer support and guidance on the safe and effective use of the fitness facilities.

**Key Responsibilities**

**General:**

1. Ensure all tasks are adhered to as referred to in the Fitness Instructor Induction.
2. Observe, monitor and give direction to the general public and students on their general behaviour and conduct in order to ensure that they safely enjoy the activities and prevent misuse or damage to the facility and its equipment.
3. Carry out general duties including setting out and dismantling of equipment, cleaning of the fitness area and routine maintenance tasks.
4. Using appropriate software (Technogym Wellness System) for the management of client exercise programmes, fault reporting and logging of maintenance.
5. Promoting, organisation and supervision of session activities as directed, including liaison with customers as necessary to inform, develop and promote the activity.
6. Coaching/ teaching groups and individuals of all ages and abilities in accordance with the relevant governing body methods, techniques and standards and in line with the post holder's level of qualification.
7. Undertake coaching, teaching or leadership roles/ responsibilities in any other activities appropriate to the level of qualifications held by the post holder (i.e. football coach etc).
8. Responsibility for the safe and orderly evacuation of the first floor of the sports facilities in the event of an emergency procedure.
9. Provision of first aid in line with the level of post holders qualification and experience.
10. Work towards qualifications required for specialist service delivery.
11. Collating month end reports for areas of responsibility and supply a copy for the Sports Development and Facility Manager.
12. Responsibility for first floor facility checks.

**Specific:**

**The key competencies and behaviours commensurate with this post are identified overleaf.**

**General Information:**

*This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The postholder will undertake any other duties at the request of the Executive Principal appropriate to the remit.*

*The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.*

*The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.*

*The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all time.*



# Ethical Leadership Qualities Competencies and Behaviours



Competency	We do this by
Trust	<ul style="list-style-type: none"><li>• Being reliable, consistent, credible, honest, humble, courageous and kind.</li><li>• Managing emotions and helping others to manage their emotions.</li><li>• Keeping promises and doing what you say you will do</li><li>• Having a genuine interest in others</li></ul>
Wisdom	<ul style="list-style-type: none"><li>• Developing knowledge and real expertise, then sharing knowledge</li><li>• Learning from mistakes and failures and admitting when we are wrong</li><li>• Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish.</li><li>• Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.</li></ul>
Kindness	<ul style="list-style-type: none"><li>• Being kind, humble and authentic</li><li>• Leading with compassion and care, listening and seeing beyond the job role to the person</li><li>• Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.</li></ul>
Justice	<ul style="list-style-type: none"><li>• Doing what is right, rather than what is popular or easy.</li><li>• Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate.</li><li>• Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense.</li><li>• Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.</li></ul>
Service	<ul style="list-style-type: none"><li>• Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour</li><li>• Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools.</li><li>• Removing barriers and blockers to enable others to do their jobs well</li><li>• Leaving our egos at the door and putting ourselves in the service of others.</li><li>• Channel ambition into our schools, not ourselves, and developing our successors</li></ul>
Courage	<ul style="list-style-type: none"><li>• Looking in the mirror when something goes wrong.</li><li>• Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward.</li><li>• Give the whole truth, the back-story and the why.</li></ul>
Optimism	<ul style="list-style-type: none"><li>• Believing in our own ability, and the ability of others, to do what is right to change the world for the better.</li><li>• Calling out negativity and cynicism</li><li>• Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.</li></ul>
Vision	<ul style="list-style-type: none"><li>• Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development.</li><li>• Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks.</li><li>• Believing in the potential of others; helping them be the best they can be.</li><li>• Quickly taking in new information and translating that into recommendations, decisions, plans and projects.</li></ul>