

## JOB DESCRIPTION and PERSON SPECIFICATION

<b>Post Title:</b>	Group Exercise Instructor
<b>Post Number:</b>	
<b>Reports to:</b>	Physical Activity Development Officers
<b>Scale:</b>	
<b>CRB:</b>	YES

<p><b>Organisation Structure</b></p> <ul style="list-style-type: none"> <li>• Within Health and Leisure Service area</li> <li>• Reporting to Physical Activity Development Officers</li> </ul>
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<p><b>Overall Purpose of service area</b></p> <ul style="list-style-type: none"> <li>• To protect and enhance public health and wellbeing across the district.</li> </ul>
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<p><b>Overall Purpose of Job</b></p> <ul style="list-style-type: none"> <li>• To provide varied and innovative exercise class, ensuring safety and customer satisfaction, to generate new users and retain the existing customer base.</li> </ul>
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<b>Key Roles, Tasks and Responsibilities</b>	
1.	To instruct exercise classes for both members and casual user clients.
2.	To develop strong customer relations.
3.	To inform clients about safe and effective exercise before any class commences.
4.	Ensure security of equipment and return at the end of each class.
5.	Ensure all areas are clean and tidy at the beginning and end of each class.
6.	To follow all Health & Safety procedures.
7.	To keep up to date with the latest knowledge and trends in the market place.
8.	Carry out inspection of all equipment and facilities reporting any faults to the appropriate manager.
9.	Report any incidents, accidents, fire, theft, loss or damage and take action as appropriate.
10.	To attend any meetings and staff training as required.
11.	Report compliments, complaints to the appropriate manager.
12.	Promote the Active Together project internally and externally and be an advocate of the project.

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13.	Keep a record of appropriate paperwork such as first surveys, registers, par-q forms and money recording sheets.
14.	To attend to any reasonable request by management or undertake additional duties as commensurate with the post.

	Behavioural Competencies	Level
A.		
B.		
C.		
D.		
E.		
E.		
G.		
H.		
I.		
J.		

Post Characteristics	
Qualifications, essential experience	
Allowances	n
On call/emergency situations	n
Politically restricted posts	n

Health and Safety Responsibilities -	
	To comply with the Health and Safety at Work Act at all times as outlined in Blaby District Council's Health and Safety Policy.  To be familiar with and at all times comply with:
1.	<ul style="list-style-type: none"> <li>the Council's general health and safety policy,</li> <li>the Council's specific health &amp; safety policies and procedures as detailed in the Council health and safety policy documents, and</li> <li>local department specific health and safety procedures as amended or added to from time to time.</li> </ul>
2.	<p>To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.</p> <p>To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.</p> <p>To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.</p> <p>To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.</p>
3.	Further Health & Safety information related to this post will form part of your Contract of Employment

Emergency Planning/Response Responsibilities	
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**JOB DESCRIPTION and PERSON SPECIFICATION**



	To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity Plans and other associated documents
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<b>Job Description Details</b>	
Reviewed by:	
Approved by:	
Evaluated:	
Latest Version Date:	

