



TRUSTEES OF THE CHATSWORTH SETTLEMENT

JOB DESCRIPTION

Job Title: Senior Fitness Instructor
Reporting to: Health & Fitness Manager
Responsible for: Health and Safety of members and customer service.

Purpose of Post:

To assist the Health & Fitness Manager where required managing a profit making department of the Chatsworth Estate by providing a comprehensive, professional fitness facility for members ensuring that all safety and hygiene requirements are met. To be responsible for the day-to-day operation of the Health Club in the absence of the Health & Fitness Manager and to represent the Health Club at management/committee meetings when required. To assist where required the Health and Fitness Manager in effectively monitoring and managing the other members of the team ensuring that they comply at all times with the estate guidelines and those that are specific to the Health Club, including the emergency action plan and the normal operating plan.

To provide a welcoming and professional customer service environment, actively searching and giving advice, guidance and encouragement on all matters relating to the usage of the equipment and facilities within the Health Club. Prescribe structured and safe exercise programmes with thorough instruction to the benefit of the members, offering correction and guidance when required to prevent injury.

To monitor and ensure staff monitor CCTV cameras overlooking the pool in line with agreed procedures.

To personally react promptly and efficiently to an emergency situation in the pool using lifeguard skills and resuscitation if necessary in accordance with the normal operating procedures and emergency action plan ensuring the same for staff.

To monitor in line with procedures the efficient operation of the pool plant including agreed checks.

Main duties and responsibilities:

- Assisting the Health and Fitness Manager where required with the day-to-day operation of the facility. Ensuring if required by the manager that new members of the team receive and are given training, monitoring these standards on a regular basis.
- Assist where required in monitoring and coaching the team in required standards of performance and service levels to the standard set by Chatsworth as per the Estate Manual and those specifically defined by the Health and Fitness Manager. Track the results giving thorough communication to the individual concerned and feedback to the Health and Fitness Manager.
- Ensure where required that the standards of maintenance, safety and hygiene within the Health Club are in line with the company policies and procedures and manufacturers guidelines. Review along with the opening and closing procedures on a regular basis and implement amendments.
- In conjunction with the Health and Fitness Manager and the Estate Health and Safety Officer ensure that the risk assessments specific to the Health Club are completed, up dated on a bi annual basis and that all members of the team comply with them.
- Collate all information with regard to accidents and injuries ensuring that the reporting of the above is in line with the Estate reporting procedure for accidents. Ensure all paperwork is completed fully and is distributed within the time scales set by the Estate to the relevant parties concerned.
- Maintain and manage a full knowledge of all the services, policies and procedures offered by the Health Club. Ensure you update and maintain knowledge of all fitness related matters so as to provide knowledgeable and professional advice on relevant subjects. Adopt a basic knowledge of all the other departments within the estate.
- Personally undertake operational duties within the Health Club in accordance with the demands of the business.
- To participate with other members of staff and manager to ensure that adequate levels of social interaction are maintained at all times.
- With the aim of improving member retention aid the Health and Fitness Manager in the devise arranging, and promotion of a variety of fitness events and programmes, which, will motivate and challenge members at all levels irrelevant of age.
- In conjunction with the Health and Fitness Manager ensure effective planning and programming of health screen and inductions and supervised sessions for all new members actively participating to lead by example.
- Support the Health and Fitness Manager to develop the Health Club's profit streams to ensure optimum performance in

accordance with the budget issued by the Estates Director (Derbyshire) and Financial Controller.

- Assist the Health and Fitness Manager with the devise of a yearly marketing plan for the Health Club including and short-term promotions in conjunction with the agent.
- To assist the Health and Fitness Manager where required in the recruitment and training of potential colleagues. Assist in the management and motivation of existing colleagues creating a harmonious working environment at all times which is reflected to the members through the ambiance.

POOL

- To monitor the pool area using CCTV facility in line with agreed working practices
- To react quickly and professionally to an emergency situation in the pool in line with agreed procedures.
- To administer first aid and/or resuscitation where appropriate.
- Ensure that pool users comply with the pool rules and regulations.
- Maintain RLSS Lifeguard qualification.

POOL PLANT

- To monitor the operation of the pool plant in line with procedures.
- To undertake water clarity checks in line with working procedures
- To undertake pool water checks in line with working procedures
- To monitor and assess where appropriate the pool and its surroundings and report any concerns that affect the environment including any safety issues.
- Obtain and maintain pool plant operator certificate.
- Maintain a working knowledge of all pool and plant related matters and forward any relevant new legislation, information, advice to the Health and Fitness Manager.
- Deputise for the Pool Plant Manager in his absence.
- Ensure that the Pool Plant Manager is ordering the required pool chemicals, pool testing materials and sundry supplies in line with budget and maintain adequate operational levels at all times so to avoid closure of the pool.
- Ensure implementation of the annual maintenance schedule to include legislative requirements i.e. COSHH, electricity at work etc. Prepare a report for the bi monthly committee meeting on number of reoccurring faults, issues with the facilities and potential expenditure.
- Provide detailed specifications for all maintenance and repair requirements ensuring that these are communicated to the Health & Fitness Manager. Provide detailed requirements of work to be conducted ensuring that all contracts comply with

the Estates health and safety policy and in accordance to risk assessments.

GENERAL

- Undertake any reasonable request from a member of Estate management in order that member first service is promoted and a harmonious working environment generated.
- Attend training sessions and departmental meetings as and when requested to do so.
- Attend 10 out of the possible 12 Lifeguard monthly training and assessment sessions on site and maintain qualification to depth of pool at Chatsworth.
- Any other duties required by the needs of the business and the professional fulfilment of the role.

This is a description of your duties and responsibilities at the present time, however, this is not an exhaustive list and other duties may be required in line with the current and future needs of the business.