

# FROM SUPPORTING PASSIONS TO BUILDING CAREERS

TONBRIDGE ONLY CONNECT



TONBRIDGE  
SCHOOL

## Health & Fitness Manager, Full Time - Tonbridge School Centre

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected, both here and internationally, for providing a world class education.

At Tonbridge School Centre we are a team of over 100 staff, all dedicated to offer exceptionally high-quality Leisure provision for Tonbridge School boys, and the wider public community. Tonbridge School Centre (TSC) offers some of the very best sport, leisure and gym facilities in the Southeast England and is the home of our TSC Members' Leisure Club.

The TSC Members Leisure Club is our public Members Club. Our extensive Centre facilities include a multi-level gym suite, 25m indoor swimming pool, sauna, classes studio, external tennis courts, athletics track, sports hall, astro pitches, and external basketball court. Tonbridge School Centre is also the home of Recre8, our Children's sport, educational and creative activities and courses open to all children aged 3 – teen during term-time and school holidays.

Our staff members are highly valued and are integral to the successful running of our businesses. We offer a variety of permanent and casual roles with each staff member is highly valued and rewarded with competitive remuneration and benefits package and receives ongoing career development.



## JOB DESCRIPTION

**Job Title:** Health & Fitness Manager

**Reporting to:** Assistant Manager

**Main Purpose:** To manage the fitness suite overseeing the boys, members, exercise classes and personal training for the Tonbridge School Centre.

- **Boys:** to manage and run all boys' activities within the gym including inductions, programming, PE and boys' classes
- **PT:** to manage and support the Assistant Health & Fitness Manager in the successful running of a Personal Training service
- **Classes:** to manage and support the Class Co-ordinator in the delivery of a diverse class timetable
- To work as part of the Centre Management team and be a key holder for the Centre.

### MAIN DUTIES AND RESPONSIBILITIES

- To ensure that the fitness suite is adequately supervised with appropriately qualified staff.
- To ensure that boys and members are inducted into the gym.
- To ensure that staff monitor users in order to adapt, progress and review their programmes as part of a consolidated retention process.
- To be responsible for the safety and cleanliness of the equipment and the facilities to ensure the wellbeing of users.
- To work with the Director of Sport in identifying the needs of the boys and devise fitness programmes to address specific training requirements.
- To work alongside the Director of Sport to plan and deliver PE lessons to the Novi and second year pupils.
- To provide classes and support for a variety of Tonbridge School sports and games activities.
- To oversee the boys' rehabilitation system, Duke of Edinburgh Scheme (sports), and provide seminars to students on topics such as nutrition and sports specific training.
- To directly manage the Assistant Health & Fitness Manager and support them in the running of a Personal Training service.
- To be responsible for the individual development of the Personal Trainers and Gym Instructors, including running any fitness based CPD sessions.
- To manage the Class Co-ordinator and support them in the production of a varied and vibrant class timetable.
- To support the Class Co-ordinator in the recruitment and performance of Class Instructors.
- To oversee all Gym related budgets.
- To be responsible for ensuring that appropriate promotional material is displayed, amended and updated.
- To monitor and assess industry trends.
- To manage and launch additional pay-as-you-go fitness courses.
- To act as a Duty Manager as required and assist in the operation of the Centre.
- To undertake any other Sports Centre related duties as required by the Centre Manager.

### CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

## **CHILD PROTECTION**

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for who he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

## **PERSON SPECIFICATION**

### **SKILLS AND ABILITIES**

- A motivated individual with a passion for health & fitness.
- Ability to work effectively with, and manage, a high performing team.
- Ability to motivate others in an environment of continuous improvement.

### **KNOWLEDGE AND EXPERIENCE**

- At least 5 years' experience of working in a health & fitness and gym environment.
- 3 years' proven team management.
- 3 years' gym management experience.
- Knowledge of health-related benefits of regular exercise.
- Experience of teaching exercise classes.
- Experience of delivering personal training.

### **QUALIFICATIONS**

- Recognised exercise and fitness industry Level 3 Personal Training qualifications.
- Recognised exercise class qualifications.
- Lifeguard qualification would be an advantage.

### **HOURS OF WORK**

- 40 hours per week, all year round, which will involve evenings and weekends, working on a shift basis.
- Flexibility to provide cover of shifts for sickness.

### **REMUNERATION AND BENEFITS**

- An annual salary in the range of £28,000 to £30,000.
- Four weeks holiday (rising to five weeks after 5 years' service) plus bank holidays.
- Pension Scheme.
- Lunch provided free of charge during term time.
- Subsidised Sports Centre membership.
- Free Parking.
- Uniform provided
- School Fees Remission (after three years' service).

**Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.**

## SUBMITTING AN APPLICATION

CV's and applications should be sent to [hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org).

Full details and an application pack may be found on Tonbridge School's website at:

[tonbridge-school.co.uk/jobs](https://tonbridge-school.co.uk/jobs)

**Closing date for applications: Friday 8<sup>th</sup> July 2022 at 5pm**

**Early applications are encouraged as suitably qualified candidates  
may be interviewed before the closing date.**

**The School reserves the right to withdraw the vacancy if an early appointment is made.**

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**TONBRIDGE-SCHOOL.CO.UK**

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press