



TONBRIDGE  
SCHOOL

# FITNESS INSTRUCTOR

Part time



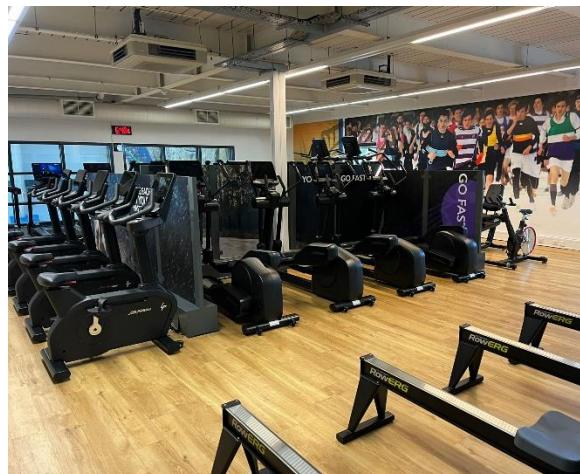
## THE DEPARTMENT AND POST

Tonbridge School is one of the country's leading boys boarding schools, widely respected both in the UK and internationally for its world-class education.

At the Tonbridge School Centre (TSC), our team of more than 100 staff is dedicated to providing exceptionally high-quality leisure services for Tonbridge School boys and the wider community. The TSC offers some of the finest sport, leisure, and gym facilities in Southeast England and is home to the TSC Members' Leisure Club.

The Fitness Instructor will play a key role in supporting the day-to-day operation of the TSC's fitness facilities, helping to maintain a safe, professional, and welcoming environment for all users. Reporting to the Health and Fitness Manager, the post-holder will be responsible for supervising the gym, inducting pupils and members, and assisting in the delivery of exercise programmes and fitness classes.

The role involves maintaining high standards of safety, cleanliness, and customer service, while encouraging participation and engagement in health and fitness activities. The Fitness Instructor will also support the development of promotional initiatives, contribute to member retention, and uphold the School's commitment to excellence in sport, health, and wellbeing.



# JOB DESCRIPTION

**Job Title:** Fitness Instructor

**Reporting to:** Health and Fitness Manager

**Main Purpose:** To ensure the safe, effective, and professional supervision of the TSC fitness suite, providing guidance and support to pupils and members, while promoting a positive environment that encourages participation in health and fitness activities.

## MAIN DUTIES

- Supervise the fitness suite, ensuring the highest standards are maintained.
- Conduct inductions for pupils and members, ensuring safe and appropriate use of equipment.
- Support the Director of Sport in delivering health and fitness programmes to pupils.
- Monitor customers and review progress as part of a coordinated retention process.
- Contribute to the delivery and smooth running of the exercise class timetable.
- Encourage pupils and members to participate in motivational challenges.
- Take responsibility for the safety, cleanliness, and maintenance of all equipment.
- Maintain up-to-date knowledge and skills in line with current fitness industry standards.
- Assist in the creation of promotional materials.
- Undertake any reasonable request or other related duties as required by your Line 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 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 whom 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 Protection 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 and fitness.
- An ability to motivate others in an environment of continuous improvement.
- An ability to work effectively as part of a team.

### KNOWLEDGE AND EXPERIENCE

- Knowledge of leisure facilities operation.
- Knowledge of health related benefits of regular exercise.
- Experience of working in a busy health and fitness gym environment.
- Experience of teaching exercise classes.

## **QUALIFICATIONS**

- Level 2 Gym Instructor qualification (essential).
- Level 3 Personal Trainer qualification (essential).
- Exercise class qualifications (desirable)

## **HOURS OF WORK**

32 hours per week, based around a shift system which includes evenings, weekends and therefore some flexibility will be required.

Subject to successful completion of probation and satisfactory performance, opportunities to deliver Personal Training sessions in addition to the contracted hours may be made available. Provision of Personal Training hours is not guaranteed and therefore the earning potential may vary.

## **REMUNERATION AND BENEFITS**

An annual salary of £21,162 per annum.

- Uniform provided
- Pension scheme
- CPD opportunities
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

**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**

## **APPLICATION PROCESS**

### **SUBMITTING AN APPLICATION**

Full details and an application pack may be found at:

<http://www.tonbridge-school.co.uk/jobs>

Apply via our online application form or, send your completed application form to:  
**hrdept@tonbridge-school.org**

**01732 365555**

**Closing Date: Friday 16 January 2026 at 12 noon**

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

## **TONBRIDGE ONLY CONNECT**

**Tonbridge School**  
High Street  
Tonbridge  
Kent TN9 1JP  
+44 (0)1732 365555  
[hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org)

**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