



JOB DESCRIPTION

Job Title: Fitness Trainer

Responsible to: Sports Director

Functional relationships: Assistant Sports Director
Sports Co-ordinator
Teachers-in-charge (TIC), Coaches, and Managers of Sports
Students

Primary Purpose:

To manage the Fitness and High-Performance Gym during term time after school and at least one morning per week. There may be other times/hours of work by mutual agreement.

Key Tasks:

Personal Training and Group Fitness

- Conduct inductions for new members (staff and students).
- Create training programmes with students by appointment.
- Lead group fitness sessions on a weekly basis.
- Work collaboratively with coaches around the needs of their teams and players.
- Develop specific strength and conditioning programmes for sports teams. Monitor progress and adjust programme throughout the season in collaboration with coaches.
- Encourage and trial ideas to increase participation of students, particularly groups of students that are under-represented.

Gym Supervision and Management

- Ensure the gym is well maintained, tidy, equipment is fit for purpose, and safe.
- Promote the gym's values and enforce Code of Conduct when required.
- Unlock and lock the gym.
- Actively supervise the gym during hours of work.
- Liaise with the Sports Department regarding bookings and gym use as required.
- Report any issues to the Assistant Sports Director immediately.

Hours of work:

The position is 20 hours per week during term time only for 2025, between the hours 2.00pm – 4.30pm Monday to Friday, and 6.00-8.30am at least one morning per week.

Terms and Conditions of employment:

Fixed term, part time, term time only. Commencing pay rate will be dependent on qualifications and experience.

PERSON SPECIFICATION

The ability to be flexible, use initiative and work in a timely efficient manner is essential. As in many positions in a large secondary school, flexibility and the ability to work under pressure are essential. A good working relationship with all colleagues is necessary, as is the ability to relate to teenage students.

Desirable knowledge and skills

- Personal Training Qualifications
- Personal Training Experience
- Experience leading group fitness
- Experience working with teenagers, athletes, and teams

Core Competencies

1. Participation and Attitude
 - Displays integrity and takes responsibility for own actions
 - Respects diversity in the workplace
 - Identifies and participates in personal and professional development
 - Accepts and manages personal responses to change in a positive manner
 - Works collaboratively as a team member
2. Thinking and Communicating Skills
 - Conveys information clearly, logically and accurately (verbal and written)
 - Strives to use correct Māori pronunciation
 - Actively listens and asks questions if required
 - Seeks information, analyses options, considers implications and applies sound judgement to solve problems
 - Consults others when necessary and keeps appropriate people informed
3. Managing Self and Relating to Others
 - Accepts ownership for finishing work
 - Uses time productively
 - Establishes systems and methods for organising resources and/or documentation to provide an audit trail for future reference
 - Plans and organises tasks on a day-to-day basis
 - Actively builds positive and productive working relationships
 - Shares knowledge and credit with others
 - Accepts constructive criticism and learns from it