



OUNDLE
School

Fitness Instructor

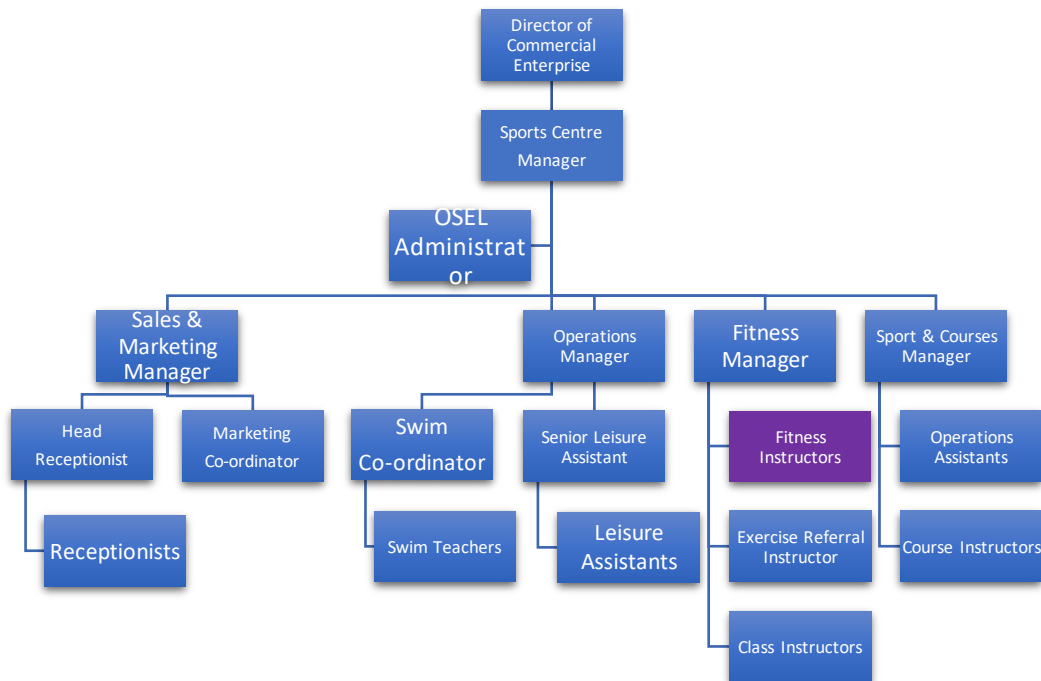
Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

About the Role

The purpose of the role is to be the first point of contact in the fitness suite for pupils, staff and the general public representing the fitness team in a friendly, helpful and courteous manner. Managing and motivating users to increase retention, our Fitness Instructors will be efficiently trained to set tailor made programmes around the needs of the individual and provide them with the highest levels of customer care.

About the Department



Role Specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

Responsibilities

- Completing records of fitness suite daily task sheets.
- Ensure the fitness suite is safe, clean and tidy for pupils and members to use and is compliant with health and safety regulations.
- Motivate all users of the gym.
- Supervise pupils, members and visitors and ensure their safety, reporting any issues accordingly.
- Achieve personal training and fitness product sales targets.
- Attend regular monthly staff training.
- Ensure the safeguarding of all children and vulnerable adults.
- Comply with the Oundle School Staff Code of Conduct.
- Represent the company whilst on site in the appropriate manner, including whilst arriving and departing the site.
- Wear appointed and appropriate uniform.
- Attend team meetings and complete monthly training as required including customer care, product knowledge training, Emergency action plans, communications and CPD as appropriate to the role.
- Respect colleagues by meeting common goals and standards, arriving on time or communicating late attendance and acknowledging, recording and reporting concerns raised by staff.

Duties

Sales

- Direct any bookings or enquires to the Front of House team.
- Record requests and enquiries.
- Promote activity schemes and sale promotions.
- Knowledge of activity and suitability for customers.

Administration

- Answer incoming phone calls for all personal training enquiries, record and follow up as necessary.
- Ensure any new member or day users have completed a 'physical activity readiness questionnaire' form which has been checked and signed by a Fitness Instructor before they are permitted to use the fitness suite.
- Update and maintain the membership database when required.
- Take messages, passing them on and following up as appropriate.
- Complete the daily footfall count.

General

- Maintain cover of the gym floor and provide a high level of customer service to all pupils and members.
- Greet all visitors to the fitness suite in an appropriate and friendly manner.
- Deal promptly with enquiries or problems in the fitness suite in a friendly, polite and helpful manner.
- Complete fitness inductions and personalised fitness programmes.

- Deliver classes / group training within the fitness suite.
- Deal with any comments positively and effectively following correct procedures.
- Liaise with managers to focus on ways to improve the Centre.
- Cover other departments during your working hours if trained to do so.
- Attend activities completed at the Centre as required to enhance your product knowledge to support customer service and your ability to actively promote the Centre.
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

Other Responsibilities

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
REP's Level 2 (or Equivalent)	•	
REP's Level 3 (or Equivalent)		•
First Aid Qualification		•
NPLQ		•
Further Advanced PT Qualifications/CPD		•
Sports Coaching Qualifications		•
Competencies, Skills & Experience	Essential	Desirable
Comfortable with Group Instructing	•	
Personalised Programme Setting	•	
Experience of working in the fitness industry	•	
Previous experience of exercise to music		•
Experience of delivering excellent customer service		•
Personal qualities	Essential	
Customer service focus	•	
Excellent people skills	•	
Ability to communicate effectively with all staff, pupils and members	•	
Ability to work effectively within a team environment	•	

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** 6 July 2026
- **Contract:** Permanent
- **Working weeks:** 52 weeks.
- **Hours of work:** The requirement is to work an average of 24 hours per week. You are entitled to a daily 30 minute meal break. All meal breaks are non-working hours and unpaid.
- **Salary:** £12.71 per hour (£26,438 FTE). You will be paid each month through the year.
- **Holidays:** 24 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff. The School contractually determines that 3 of the 24 days holidays, be taken between Christmas and New Year, where staff are contracted to work this period. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is 12 June 2026 at 9am.

Interviews will be held on: To be confirmed

If you have any questions about the role, please contact:

Human Resources

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / Tel: 01832 277193