



Job Title	Sports & Fitness Assistant
Responsible to	Sports and Leisure Manager

Role Overview

To assist the Sports and Leisure Manager in the day to day provision and delivery of sporting activities to both Prep and Senior pupils, staff and the public. To help create a high energy and vibrant atmosphere within the Sports Centre and promote a successful and exciting games and fitness programme. To ensure the safety of pupils, staff and visitors, and the security and maintenance of the equipment and the building.

Responsibilities and Duties

- Support the Sports and Leisure Manager and Director of Sport in delivering a high-quality, engaging sports and fitness programme that aligns with the school's vision and ethos.
- Assist in the day-to-day running of the Sports Centre, ensuring it is a safe, welcoming and professional environment for pupils, staff and the wider public.
- Lead and support the delivery of activities within the school's PE, Games, Activity and LEX programmes, as directed by the Director of Sport.
- Act as the face of Clayesmore within the Sports Centre, representing the school positively to visitors, members and external users.
- Deliver motivating fitness and activity sessions throughout the day and evening, supporting health and wellbeing initiatives for pupils, staff and public.
- Support commercial and public activities within the Sports Centre, maximising revenue opportunities, contributing to profitable operations, and acting as a lifeguard where required.
- Ensure the Sports Centre operates efficiently, including monitoring and maintaining cleaning standards, conducting health & safety checks, and testing equipment.
- Provide outstanding customer service, interacting directly with pupils, staff, visitors and members to ensure a positive, engaging experience for all.
- Contribute to the commercial success of the Centre by supporting bookings, membership enquiries, and promoting programmes to maximise participation and profitability.
- Take responsibility for personal development, maintaining up-to-date knowledge, skills, and training in line with industry standards.
- Maintain safeguarding compliance, remaining vigilant to all risks and ensuring the safety and welfare of all users.
- Deliver and lead a varied programme of sports and fitness classes, working in line with the department's bonus scheme to drive participation, engagement and high-quality provision.

Person Specification

Essential

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- Enthusiasm, engagement and passion for developing and promoting a healthy and active lifestyle
- Proven experience working in a leisure environment including delivery of fitness sessions
- A good level of computer literacy
- Excellent communication skills

Desirable

- A formal qualification at NVQ Level 3 in Leisure or Recreation
- Level 2 certificate in Teaching or Coaching
- National Pool Lifeguard Qualification (NPLQ)

Additional Information

- 40 hours per week, all year round.
- Benefits include free membership of the Clayesmore Sports Centre, death in service benefits and a pension scheme.
- Membership of the Clayesmore Society and associated member benefits.

Working Conditions

The post holder works in a well-maintained Centre where there are facilities and procedures in place to minimise the risk to health and safety. The mix of activities undertaken requires computer use. The job will involve a degree of physical activity, walking, standing and assisting in the manual handling of large equipment (for which guidance is provided); however a degree of physical fitness is essential. When working in a pool environment the conditions will be warm, humid and noisy and may be endured for prolonged periods.

This position will involve evening and weekend work including the need to cover at short notice if required and may be required to undertake any duty within their capability and skill set; including duties not normally associated with the Sports Centre.

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.

Date prepared: September 2026
Prepared by: Director of Sports / HR Manager

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.