

LEARN MORE ABOUT
joining the MSJ Family



MALVERN ST JAMES
Girls' School



inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of '**Excellent**' in the ISI's Educational Quality Inspection in May 2017 and has been compliant in all other ISI Compliance and Regulatory inspections since then, including September 2021. In March 2021, the School was awarded the Carnegie Mental Health Gold Award

WORKING AT MSJ

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

Two hours from London and one hour from Birmingham, MSJ is in the heart of Malvern in Worcestershire, with excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an '**Outstanding**'

for its outstanding pastoral care and support for pupil and staff mental wellbeing.

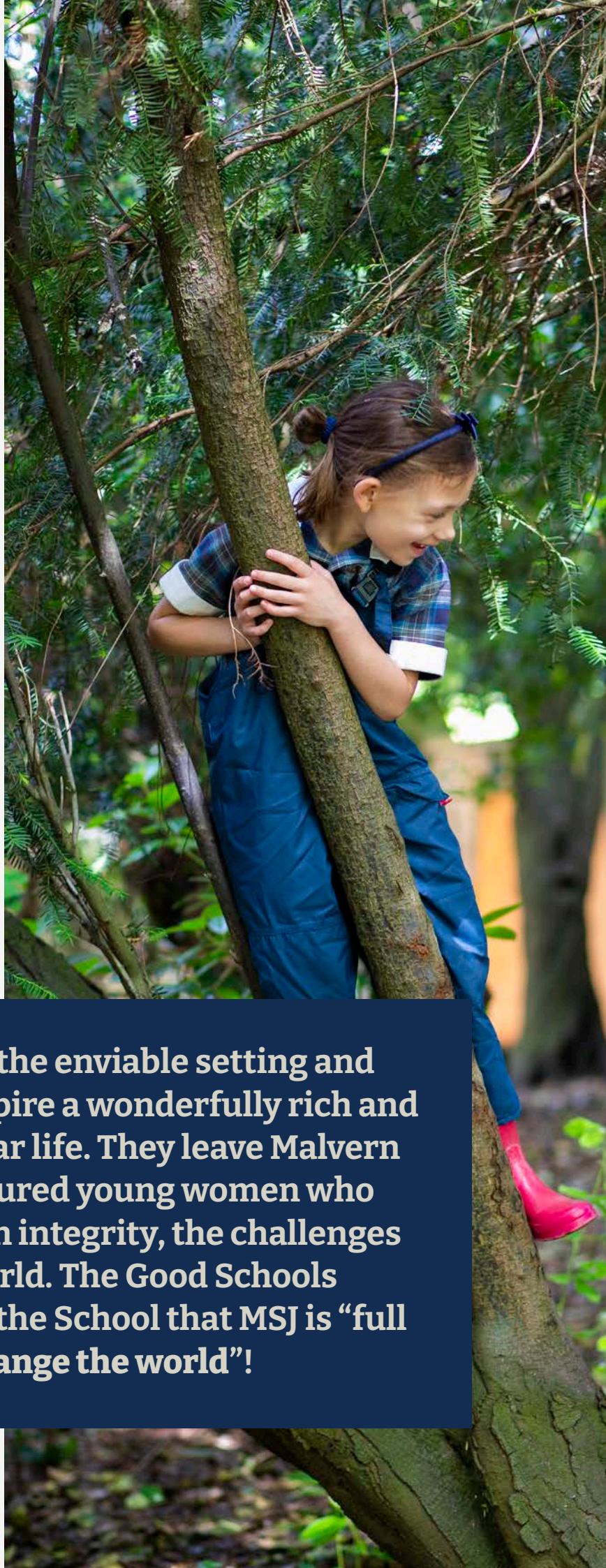
Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.



The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new Astroturf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in **STEAM** (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university. Benhams, the Year 10 Boarding House was refurbished in 2021. The next phase is the transformation of Hatfield, one of the middle school Houses in 2023.

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. There are regular opportunities for Christian worship.



Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is “full of girls who are going to change the world”!

FITNESS SUPERVISOR

JOB DESCRIPTION

AT A GLANCE



FULL-TIME
52 WEEKS PER ANNUM



REPORTS TO
SPORTS CENTRE MANAGER

ABOUT THE ROLE

£21,192 PER ANNUM, 39 HRS PER WEEK + PT INCOME

The role of the Fitness Supervisor is to assist the Sports Centre Manager with the day to day running of the state-of-the-art Sports Centre. This will include supervising all staff, managing the gym, hire facilities, front of house reception, lifeguarding, setting equipment up and providing support to other members of the team where required. The individual will be responsible for managing Sports Centre updating staff rota, developing professional relationships and assisting with marketing the centre.

Key Responsibilities

- To assist the Sports Centre Manager in the day-to-day management, business, and budgetary performance. Running of the centre to the highest standard
- Manage, develop, and motivate all Sports Centre Staff
- To be responsible for the Sports Centre in the Manager's absence
 - Opening facilities, locking up, dealing with customer complaints, timetabling, staffing issues, out of hours support
- Cashing up
- Fitness advice for members and pupils of MSJ
- Lifeguarding and swim teaching if qualified to do so
- Deal with customers and reception duties as required
- Dealing with customer complaints and emergencies
- Supervise and maintain gym health and safety and cleanliness
- Setting up equipment for external customers and PE classes as required
- Liaise with PE Department to ensure fixtures and requirements are on system
- Generating ideas and following new leads to increase business and income

KEY RESPONSIBILITIES (CONTINUED)

- Assist the Sports Centre Manager in marketing the centre through social media
- Input of Staff Rota onto system and include requirements
- Updating booking system – changing timetable, adding/amending classes, swim sessions etc on Back Office
- Managing pool operations in absence of Estates Team if qualified to do so

All School staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- b. Support and contribute to the School's responsibility for safeguarding pupils
- c. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- d. Work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- e. Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Adhere to policies as set out in the Staff Handbook
- i. Undertake other reasonable duties related to the job purpose required from time to time
- j. Adhere to School Safeguarding and Child Protection Policies.



FITNESS SUPERVISOR PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
Proven track record / experience of supervising a fitness team	Essential	Application form Interview
Computer Literate	Essential	Application form
Experience of using a membership – booking database	Essential	Application form
Sports Science Degree or National Certificate in Fitness Instruction & Personal Training	Desirable	Application form
NPLQ or NPMQ qualification	Desirable	Application form
Working in a swimming pool environment	Desirable	Application form
Current First Aid Qualification	Desirable	Application form

STAFF BENEFITS

AT MSJ

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

A selection of MSJ Staff benefits* can be seen below:



**COMPETITIVE
SALARY**



**FREE LUNCH
PROVIDED**



**GYM & SWIM
DISCOUNTS**



**DISCOUNT ON
SCHOOL FEES**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**FREE
PARKING**

*Some benefits such as pension enrolment activate after completing three months' employment with Malvern St James

APPLICATION PROCESS

AT MSJ

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. **A CV will not be accepted instead of a completed application form.**

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department. Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or email to recruitment@malvernstjames.co.uk

4

Closing date: Open. However, we reserve the right to appoint as soon as we get the right candidate.

GENERAL REQUIREMENTS

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive.

It will be reviewed at least once every year and it may be subject to modification or amendment at any time after consultation with the post holder.

REFERENCES

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.

Malvern St James is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service clearance at enhanced level.



MALVERN ST JAMES

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