

LEARN MORE ABOUT  
**joining the MSJ Family**



MALVERN ST JAMES  
Girls' School





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. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care

## 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 3 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. ISI recognised the exceptional standard of boarding with an **'Outstanding'** inspection

and support for pupil and staff mental wellbeing. In 2022 it was recognised by The Times newspaper as one of the top ten best secondary schools in the West Midlands for academic achievement.

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.





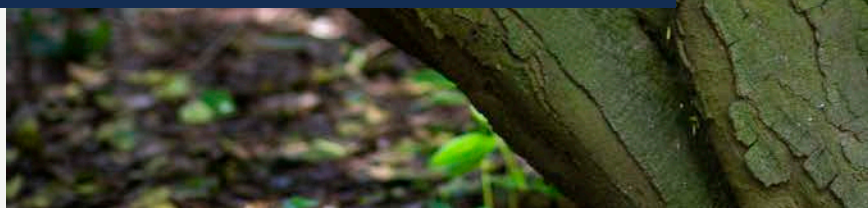
The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new AstroTurf, launched in October 2020. At MSJ we use Microsoft and there has 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 11 Boarding House was refurbished in 2021.

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”!**



# APPRENTICE FITNESS INSTRUCTOR

## JOB DESCRIPTION

### AT A GLANCE



**FULL-TIME**  
52 WEEKS PER ANNUM



**REPORTS TO**  
SPORTS CENTRE MANAGER

### ABOUT THE ROLE

**£12,979.20 PER ANNUM, 2 YEAR FIXED TERM POSITION**

Under the direction of the Sports Centre Manager, Duty Manager's and Gym Supervisor, complete a two-year apprenticeship to become a level three Fitness Instructor. Assist with the day to day running of the 'state of the art' Sports Centre. This will include front-of-house reception, carrying out gym inductions, instructing fitness classes, personal training, setting equipment up and providing support to other members of the team where required. Also to undertake a range of duties within the Sports Centre and to provide an informative, safe and high quality service.

#### Key Responsibilities

- Complete all agreed training with the Sports Centre and Lifetime training.
- Assisting and observing fitness instructors giving fitness advice for members and pupils of MSJ.
- Assisting and observing fitness instructors when co-ordinating and delivering inductions to members and MSJ pupils.
- Assisting and observing fitness instructors when prescribing and monitoring exercise programmes and personal training and fitness testing for members.
- Assisting and observing fitness instructors when delivering good nutritional advice based on eating a healthy balanced diet.
- Assisting and observing fitness instructors when delivering fitness classes for members and MSJ pupils and cover classes if fully qualified to do so.
- Assisting and observing fitness instructors when promoting a programme of health and fitness to market the facilities and services to new and existing members.
- To carry out cleaning duties within the sports centre.
- Supervise all areas of the sports centre to ensure customer satisfaction and safety.



## KEY RESPONSIBILITIES (CONTINUED)

- To Lifeguard MSJ and members swim sessions and undertake first aid when required if qualified to do so.
- Set up and clear away courts and equipment for the physical education department and commercial lettings.
- Welcome members, parents and all users of the Sports Centre on arrival at reception. Answer any reception telephone calls in a professional manner. Perform administrative tasks and update bookings and police access to the Sports Centre. Also wish visitors farewell on departure.
- Undertake any other duties and responsibilities, commensurate with the grade of the post, properly directed by the Sports Centre Manager.

## QUALIFICATIONS

- Computer literate
- An NPLQ Lifeguarding Certificate would be desirable.

### 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.



# 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**



**FREE GYM & SWIM  
MEMBERSHIPS**



**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](mailto: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, on line checks and the Disclosure and Barring Service clearance at enhanced level.



MALVERN ST JAMES

Girls' School

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