



MARLBOROUGH COLLEGE

Job Description

POSITION: Gym Assistant

DEPARTMENT: Gym

REPORTING TO: Gym Manager

HOURS OF WORK: The working hours will be based on 23 hours per week, throughout the year (52 weeks), which includes working the four weeks of Summer School, on a scheduled shift system (including early mornings, evenings, weekends and some bank holiday working) to support the needs of the College, the Gym and Marlborough College Summer School.

The College:

Founded in 1843, Marlborough College is the UK's largest co-educational full boarding school, educating just over 1,000 pupils, aged 13 to 18 years, from the UK and overseas. Whilst we are proud of our Anglican heritage, ours is an inclusive ethos, welcoming pupils of all faiths and none. We have six girls' houses, six boys' houses and four mixed houses of 13- to 16-year-old boys with Sixth Form girls and boys. The pastoral care delivered through our 16 boarding houses is unrivalled, ensuring each child is known and cared for individually. The Guidance Centre exists to make sure that further education and careers after school are fully explored and carefully planned.

Pupils form friendships for life and develop the social and leadership skills needed to flourish as adults. They are encouraged to be outward facing and to aspire to change things for the better – ultimately, we would like to be judged by the contributions made by past, present and future Marlburians to the health of wider society throughout the course of their lives.

It is testament to our outstanding academic education and world-class co-curricular activities that our pupils are invariably ambitious, aspirational and high achieving. More than 80% gain places at Russell Group universities or Oxbridge, our sports teams regularly reach the latter stages of national competitions, our Symphony Orchestra plays in partnership with the Southbank Sinfonia and our artists exhibit in the Mount House Gallery.

Located in beautiful Wiltshire, in one of the most attractive market towns in the country, the College benefits from a 286-acre site, stunning period buildings including a Gothic Revival chapel and the neoclassical Memorial Hall, which is also a world-class concert hall, and university-quality sporting facilities. The campus is centred around the magical Marlborough Mound, a 4,000-year-old Neolithic mound, reputedly the burial place of Merlin. The College enjoys the advantages of being within easy reach of Heathrow, London and, indeed, many other parts of the country.

Further details about Marlborough College can be found online at www.marlboroughcollege.org.

Marlborough College Mission

To deliver the best independent, co-educational, full boarding education in the UK and to be recognised for this globally.

Key purpose of the role

To be a member of the Gym team by assisting the Gym Manager and Gym Supervisor in the daily operations of the gym. Ensure the safety of the users and compliance with safety legislation and procedures.

Main areas of the role

- Provide gym cover and be responsible for the daily operations on a shift rota basis, deputising for the Gym Manager in their absence as required, including key holder responsibilities
- Ensure the gym is opened and closed in accordance with the programmed times and that the facilities and services are provided in a professional manner, liaising with the Gym Manager and Gym Supervisor
- Ensure the gym complex is maintained and supervised in a safe condition in compliance with current Health and Safety legislation, including the café area
- Maintain a high standard of hygiene and cleanliness throughout the gym complex, cleaning equipment on a daily basis and liaising with specialist cleaning contractors as well as carrying out regular routine checks of the gym to ensure the maintenance of all gym equipment and studios
- Ensure the correct behaviour and use of the gym by all users in accordance with the gym's rules and Health and Safety regulations, signing users in and out as required and supervising the use of the gym across both floors
- Support holiday activity e.g. College operations that run during summer holidays
- Ensure all the current Gym Normal Operating Procedures, Emergency Action Plan and all other documented procedures are adhered to
- Undertake other duties as required by the Gym Manager
- Support the Strength and Conditioning team as required.

Person Specification

| | Essential | Desirable |
|--|-----------|-----------|
| Education and qualifications | | |
| Grade 4 at GCSE English and Maths | ✓ | |
| Relevant qualification or Industry experience | ✓ | |
| First Aid Certificate | | ✓ |
| AED certificate | | ✓ |
| Knowledge and Experience | | |
| Experience of working in a school or regulated environment | | ✓ |
| Competent with IT/ software such as Microsoft office/ Outlook | ✓ | |
| Skills and Abilities | | |
| Demonstrates a commitment to safeguarding and ensuring the welfare and wellbeing of all pupils in the school | ✓ | |
| Excellent verbal and written communications skills | ✓ | |
| Approachable and confident demeanour | ✓ | |
| Positive and proactive approach with the confidence to support new initiatives | ✓ | |
| Flexibility to adjust to change and development | ✓ | |
| Ability to work as part of a team, building strong working relationships with all colleagues | ✓ | |
| The ability to organise, work independently and problem solve | ✓ | |
| Ability to handle confidential information with complete discretion | ✓ | |
| Self-motivated and capable of working with minimum direction | ✓ | |

General Responsibilities

Policies & Procedures

The postholder is required to familiarise themselves with all College policies and procedures and to comply with these at all times, including ensuring that their own job role procedures are regularly kept up to date.

Safeguarding Statement (Updated Mar 2024)

Marlborough College is committed to safeguarding and promoting the welfare of children and young people. The College expects all staff and volunteers to share this commitment and staff must adhere to and ensure compliance with the College's Safeguarding Policy at all times.

In line with Keeping Children Safe in Education legislation and safer recruitment practices, the College will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The College applies for an Enhanced Disclosure from the Disclosure and Barring Service (**DBS**) for all positions at the College which amount to regulated activity with children. The role you have applied for meets the legal definition of regulated activity with children. If you are successful in

your application, you will be required to complete a DBS Disclosure online Application Form. Employment with the College is conditional upon the College being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the College will be handled in accordance with any guidance and / or code of practice published by the DBS.

The College will also carry out a check of the Children's Barred List. Please be aware that it is unlawful for the College to employ anyone to work with children if they are barred from doing so, and it is a criminal offence for a person to apply to work with children if they are barred from doing so.

The role you have applied for is also exempt from the Rehabilitation of Offenders Act 1974 and the College is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children. **However, you do not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.**

Having a criminal record will not necessarily prevent you from taking up employment with the College. Instead, the College will assess each case on its merits and with reference to the College's objective assessment procedure set out in the College's 'Recruitment, selection and disclosure policy and procedure'.

The successful applicant must be willing to undergo child protection screening appropriate to the post and cannot start in post until all pre-employment checks have been completed satisfactorily. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

The College is an educational charity and equal opportunities employer.

Confidentiality & Data Protection

The postholder must maintain the confidentiality of information about students, staff and any other personal information and meet the requirements of the Data Protection Act and GDPR.

Health & Safety

Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment.

All staff are responsible for considering the Health and Safety of themselves and others as an integral part of their job and are expected to comply with the College Health and Safety policy.

Mandatory Training

All staff are expected to complete the following mandatory training prior to their employment start date:

- A Guide to UK Data Protection: Education
- Equality and Diversity
- Fire Safety in Education
- Health and Safety in Education: Staff Awareness
- Keeping Children Safe in Education 2024 Part 1 Questionnaire
- Moving and Handling
- Online Safety
- Working with Display Screen Equipment
- The Prevent Duty

Staff will be required to attend mandatory training during their employment with the College in order to maintain a healthy and safe working environment.

Job Description

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/specific tasks may be varied from time to time, without changing the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development. It is the practice of the College to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Line Manager in consultation with the post holder.

Signed: **Date:**

Print Name: