



**Job Title:** Receptionist/Instructor  
**Salary:** EHCC B Grade £22,737 to £23,058 FTE  
**Working Time:** 20-37 hours per week available

We are looking for Receptionists/Fitness Instructors to join our friendly professional team here at Yateleys Health and Fitness, situated in the heart of the community. You will be responsible for exceeding member expectations on a day to day basis, whilst ensuring the fitness areas and activities are promoted and run effectively and safely.

Responsibilities will include:

- Provide good customer service to current members and users and sell memberships and services to new potential customers
- Ensure that all customer enquiries or complaints are dealt with promptly and efficiently and relayed to Management
- Preparation of outgoing mail with promotions of Sports & Leisure facilities.
- Daily operational duties, including the upkeep of the gym equipment and regular testing of the swimming pool
- Front of house reception
- Inducting new members into the gym where qualified

Candidate should:

- Be enthusiastic and personable with ability to communicate on all levels; good interpersonal skills
- Good telephone and organisational skills
- Ideally be qualified to Reps Level 2 but must have a willingness to achieve this level of qualification as training will be given
- Ideally have previous experience of both wet and dry sites
- Be flexible in working as hours are worked on a shift basis and may also be required to cover staff absence or annual leave

For further details please contact Helen Buck at Yateleys Health & Fitness, School Lane, Yateley GU46 6NW 01252 970 962, or email [applications@yateley.hants.sch.uk](mailto:applications@yateley.hants.sch.uk)

Closing date for submitting your application is Monday 8<sup>th</sup> July 2024. We reserve the right to close the vacancy early if sufficient applications are received.

Yateley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.