

**Job Title:** Academies and Schools Coordinator  
**Job reference:** TGACHEMAN2016  
**Employer:** Total Gymnastics Academies LTD  
**Location:** South Manchester and Cheshire East

Total Gymnastics Academies is a dedicated company set up by Olympic Bronze Medallist, Beth Tweddle MBE to provide high quality, recreational gymnastics classes for children aged 2+ using a variety of rewards schemes and programmes. Our mission is to provide the opportunity for every child to experience and enjoy gymnastics.

**Reporting to:** Regional Manager

**Summary of role:** Your role will include coaching gymnastics within the Beth Tweddle Academies and also within the National Curriculum to children aged 2+, the coordination of schools bookings and client relations for the National Curriculum programmes and the administration and management of the coaching team within the Greater Manchester region.

**Specific responsibilities:**

- Delivering high quality, safe, fun and structured recreational gymnastics classes to children aged 2+
- Ensuring gymnasts progression is up to date in progress booklets, online reports and online awards
- Updating online systems with weekly and termly reports on each individual class and ensuring the coaches are doing the same
- Communicating with parents, teachers and coaches on a weekly basis within the lessons to ensure the lessons are of a high standard
- Acting as a mentor to the coaching team and undertake termly performance reviews with the team teaching within the National Curriculum and the academies
- Ensuring coaches are keeping their session reports up to date for the curriculum programme and the academies
- Ensuring any enquiries or problems from session reports or from the schools are dealt with or raised to the area manager if needed
- Developing quality working relations with participating schools
- Ensuring all coaches have the necessary documentation and equipment they need to deliver their classes
- Termly quality control within schools to assess the delivery and success of the programme
- Assisting the Business Development Manager and Area Manager with re-booking of all current school venues and new business acquisition
- Uploading all registers to the hub and keeping all details up to date with new bookings for both your classes, and the academy classes being delivered within your region
- Receiving and checking coaches invoices on a monthly basis
- Arranging cover for classes if it is required

**Candidate profile:**

- Exceptional organisation and time management skills
- Good at communicating with parents, gymnasts and fellow co-workers
- A great team player

- Confident and enthusiastic in their gymnastics provision
- Able to stay calm under pressure
- Comfortable dealing with enquiries or complaints from customers
- A desire to show initiative

**Specific skills:**

- Level 2 or above British Gymnastics qualification
- Enhanced DBS check
- Safeguarding and Protecting Children Certificate
- First Aid qualification – preferably paediatric First Aid
- Competent user of IT systems including word and excel
- Good literacy skills
- Full driving licence

**Salary and contract details:**

- Starting salary of £17,000 per annum
- You will be working full time, 37.5 hours per week - approximately 20-25 hours coaching and 10-17.5 hours administration, although depending on the time of the year and demand for the lessons, this is subject to change
- The contract will be based from one location in the Greater Manchester area, but travel to other venues will be necessary and some work at home may be required
- You must have access to the internet and Microsoft Word and Excel
- Your performance will be monitored by your line manager through quarterly reviews
- You will be provided with a laptop and a company phone
- Evening and weekend work may be required
- 22 days holiday plus bank holidays per year (pro-rata if the candidate does not start at the beginning of the year)

**Application instructions:**

- Send a copy of your CV with a covering letter to [emma.slater@totalgymnastics.co.uk](mailto:emma.slater@totalgymnastics.co.uk) quoting the job reference **TGACHEMAN2016**. References must be available on request.
- The successful candidate will be invited for a verbal and practical interview
- Provisional start date of 1<sup>st</sup> October 2016, depending on candidates notice period and training

**Contact:**

- Web: [www.totalgymnastics.co.uk](http://www.totalgymnastics.co.uk)
- Email: [info@totalgymnastics.co.uk](mailto:info@totalgymnastics.co.uk)
- Phone: 0161 979 0611

Total Gymnastics Academies LTD are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.