



ABINGDON

# PADEL COACH (Self-employed)



**The position will remain open until we have successfully filled the role.**

*Early applications are encouraged. We may make an appointment prior to the advertised closing or interview dates.*

Job Pack AS46



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|---------|---------------------------------------------------------------------------------------------|
| PAGE 03 | <a href="#"><u>Message From The Director of Finance &amp; Operations, Justin Hodges</u></a> |
| PAGE 04 | <a href="#"><u>About Abingdon Sports and Leisure</u></a>                                    |
| PAGE 05 | <a href="#"><u>Job Description</u></a>                                                      |
| PAGE 09 | <a href="#"><u>Person Specific Criteria</u></a>                                             |
| PAGE 10 | <a href="#"><u>Further Information</u></a>                                                  |
| PAGE 12 | <a href="#"><u>How to Apply</u></a>                                                         |

ABINGDON

SPORTS &  
LEISURE

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# Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon Foundation. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the school to deliver the very best academic, pastoral and Other Half opportunities to our students.

Please take some time to look at our website, [abingdon.org.uk](https://abingdon.org.uk), as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Foundation is a community of some 1300 students across Abingdon Prep and Senior Schools. Boarding is available from 13+ and boarding houses are full with around 150 boarders. Our sixth form has around 360 students and we employ around 400 teachers and support staff across the Foundation. The Board of Governors oversees the whole Foundation.

Our Schools occupy large and beautiful campuses. The facilities are excellent with recent significant developments including newly renovated and extended boarding accommodation and a state of the art dining pavilion. Other recent developments include a dedicated Sixth Form Centre, library, Art department and Science Centre. New facilities for Economics and Business Studies; and Computer Science opened in 2020, alongside two additional houserooms for the students. We have also recently added to our extensive sports facilities - both at Tilsley Park and on the school campus - these offer some of the best sports resources in the area. The Foundation benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development. In May 2024, the Abingdon Foundation announced its decision to move to co-education. Girls have already joined our Prep School up to Year 6. From September 2026, our Senior School will welcome girls to our First Year (11+) and Sixth Form (16+) entry points; and to our Third Year (13+) from September 2028.

We may be over 760 years old but we are a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.



Justin Hodges  
Director of Finance & Operations



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# Abingdon Sports and Leisure

Abingdon Sports and Leisure is responsible for managing the Abingdon Foundation's sport and leisure facilities (the Sports Centre, Tilsley Park and Amey Theatre) and various commercial activities.

Tilsley Park is an outdoor facility that offers excellent sports pitches, including a full-sized 3G pitch (suitable for football, rugby and American Football), 7v7 3G pitch (which can be subdivided into three 5v5 pitches), three 5v5 3G pitches, two full-sized hockey pitches and an athletics track. It also offers an indoor spin studio, bar and meeting room. New Padel courts are also under construction and are due to be complete in September 2026. Tilsley is a very busy facility, particularly in the evenings, and hosts a number of large athletics events, the Abingdon marathon and American Football fixtures.

The Sports Centre offers high quality facilities which includes an 8-lane 25m swimming pool, sports hall, studio, two squash courts, strength and conditioning gyms, hospitality suite, classroom and climbing wall.

Membership packages are available and there is an extensive activity programme including exercise classes, swim school and junior courses. The Centre has partnerships with a range of clubs and organisations such as Abingdon Vale Swimming Club, Oxfordshire Cricket and SuperCamps.

This is an exciting time to join Abingdon Sports and Leisure as we grow and develop the Padel offering at Tilsley Park.



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# Job Description

## The Role

**Location:** Tilsley Park, Abingdon

**Reports to:** ASE Operations Director and ASE Commercial Director

Abingdon Sports and Leisure is seeking to appoint enthusiastic and motivated padel instructors to deliver safe, high-quality and engaging padel coaching while supporting the successful launch, growth and day-to-day delivery of the wider padel programme at Tilsley Park.

The role will support a full range of padel activity, including Pay & Play, introductory tasters, one-to-one coaching, group coaching, junior courses, adult courses, Social Play, club-style sessions, leagues, tournaments, school use, community activity and corporate events.

The postholder will help customers progress from first-time participation through to regular play, coaching, Social Play, competition and long-term engagement.

## Duties & Responsibilities

The duties and responsibilities highlighted in this job description are indicative and may vary over time. The postholder will be expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to:

### 1. Coaching Delivery

- Deliver high-quality padel coaching sessions for individuals, pairs, groups, juniors, adults and mixed-ability players.
- Plan and deliver structured coaching sessions appropriate to age, ability, confidence and experience level.
- Provide clear technical instruction across the core elements of padel, including positioning, shot selection, serve, return, wall use, movement, tactics and match play.
- Adapt coaching style to support beginners, improvers, regular players and more advanced participants.
- Support the development and delivery of junior padel, adult coaching, beginner sessions, improver sessions, school sessions, holiday courses and community programmes.
- Encourage enjoyment, confidence, improvement and repeat participation.

# Job Description cont.

## 2. Activity Levels and Programme Delivery

Support delivery across the full padel activity pathway, including:

| Activity Type                   | Required Contribution                                                                                                                                                                                  |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Pay &amp; Play</b>           | Help customers understand court use, basic rules, equipment and progression options. Provide feedback on customer demand, booking issues and court usage.                                              |
| <b>Taster Sessions</b>          | Deliver welcoming, accessible introductory sessions for new players, families, school users, community groups and prospective customers.                                                               |
| <b>One-to-One Coaching</b>      | Provide tailored coaching for individual players focused on confidence, technical improvement, match play and progression.                                                                             |
| <b>Group Coaching</b>           | Deliver structured group sessions for adults, juniors, beginners, improvers and mixed-ability players.                                                                                                 |
| <b>Courses</b>                  | Support planned coaching courses over fixed periods, with clear session structure, progression, registers and customer feedback.                                                                       |
| <b>Junior Courses</b>           | Deliver safe, engaging and age-appropriate junior activity, including holiday courses, after-school sessions and school-linked activity.                                                               |
| <b>Adult Courses</b>            | Deliver adult beginner and improver courses that build confidence, participation and repeat bookings.                                                                                                  |
| <b>Social Play</b>              | Support Social Play as a distinct product where customers book into a session, not simply a court. Help welcome players, explain the format, support ability matching and encourage repeat attendance. |
| <b>Club-Style Sessions</b>      | Support regular player sessions, ladders, match play, informal leagues and community-building activity.                                                                                                |
| <b>Leagues and Competitions</b> | Assist with tournaments, box leagues, match nights and competitive events where required.                                                                                                              |
| <b>School Use</b>               | Support school pupil activity, staff activity and school-linked participation in line with safeguarding and operational requirements.                                                                  |
| <b>Corporate / Event Use</b>    | Support corporate bookings, team-building sessions, launch events and private group activity where required.                                                                                           |
| <b>Launch Activity</b>          | Support open days, soft launch, hard launch, demonstration sessions, introductory offers and promotional events.                                                                                       |

# Job Description cont.

## 3. Social Play and Customer Progression

- Support Social Play as a core part of the padel offer.
- Help customers understand the difference between court hire, coaching, courses, Social Play, leagues and tournaments.
- Welcome players into Social Play sessions and create a friendly, inclusive and well-managed environment.
- Help match players appropriately by ability, confidence and experience where required.
- Encourage customers to move from taster sessions into courses, from courses into Social Play, and from Social Play into regular play, coaching, leagues or competitions.
- Provide feedback on the structure, timing, pricing, format and customer response to Social Play sessions.
- Identify opportunities to improve retention, repeat participation and customer progression.

## 4. Customer Experience

- Provide a welcoming, professional and positive experience for all customers and players.
- Act as an ambassador for Abingdon School Enterprises and Tilsley Park.
- Help customers understand the wider padel offer, including court hire, coaching options, Social Play, junior sessions, adult courses, events and competitions.
- Build good relationships with customers, parents, school staff, community users and partner organisations.
- Support the customer journey from arrival through reception, retail, court access, play, social space and departure.
- Escalate any operational, booking, estate, equipment or customer issues that affect the experience.



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# Job Description cont.

## 5. Programme Growth and Commercial Support

- Support the growth of the padel programme by contributing to participation, retention, utilisation and income growth.
- Provide feedback on customer demand by time of day, day of week, customer type and activity type.
- Support programming decisions across peak, off-peak, school, community, evening and weekend use.
- Contribute ideas for new sessions, courses, Social Play formats, events, competitions and customer progression routes.
- Support customer feedback capture, including informal comments, survey responses and demand insight.
- Provide feedback on pricing perception, competitor comments, customer willingness to pay and opportunities to improve value or participation.
- Support promotional activity where required, including open days, taster sessions, launch events and community engagement.

## 6. Retail, Rental and Equipment Support

- Advise customers on basic racket, ball and grip choices where appropriate.
- Support the rental racket offer by identifying quality issues, customer feedback and equipment gaps.
- Provide feedback on rackets, balls, grips and accessories that customers ask for or expect.
- Support the wider retail offer by helping identify appropriate Good / Better / Best product options for different player levels.
- Ensure coaching and session equipment is used safely, stored properly and reported if damaged or missing.

## 7. Digital, Booking and Operational Feedback

- Identify and report customer issues with booking, app use, course booking, Social Play booking, waiting lists or manual launch workarounds.
- Provide feedback on whether customers can easily understand and book the right padel product.
- Support accurate registers, attendance records and participation tracking where required.
- Communicate clearly with reception, bookings, sports, events, marketing and site operations teams.
- Escalate operational problems promptly, including access, lighting, court condition, equipment, customer confusion or system issues.

## 8. Safety, Safeguarding and Standards

- Deliver all coaching and padel activity in line with safeguarding, health and safety, risk assessment and operating procedures.
- Maintain appropriate professional boundaries with children, young people and vulnerable adults.
- Report safeguarding, welfare, behaviour, injury or incident concerns promptly through the correct process.
- Ensure courts, equipment and playing areas are safe before and during sessions.
- Set up and put away equipment safely.
- Ensure the area is left clean, tidy and ready for the next user.
- Follow emergency procedures, first aid arrangements and site escalation routes.

## 9. Community, School and Partner Activity

- Support padel activity for local residents, OX14 schools, Abingdon School pupils, families, adults, beginners, improvers and regular players.
- Help create a welcoming offer that supports both school and community use.
- Support relationships with local players, clubs, schools, groups and community partners where required.
- Promote inclusive participation and encourage new customers to try padel in a supportive environment.

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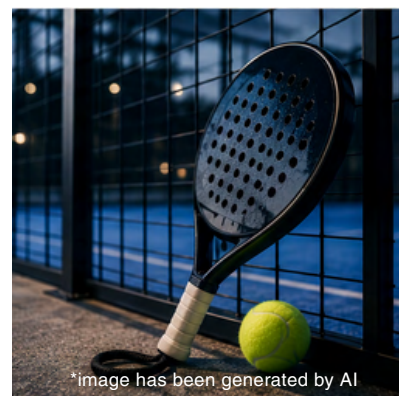
# Person Specific Criteria

## Essential Qualities

- Recognised padel coaching qualification, or relevant racquet-sport coaching qualification with demonstrable padel experience.
- Strong knowledge of padel technique, tactics, rules and safe coaching practice.
- Experience coaching adults, juniors or mixed-ability groups.
- Ability to deliver structured courses as well as flexible, customer-led sessions.
- Ability to support Social Play, match play and player progression.
- Excellent communication and interpersonal skills.
- Ability to create a welcoming, inclusive and enjoyable coaching environment.
- Reliable, punctual and well organised.
- Understanding of safeguarding responsibilities when working with children and young people.
- Ability to work evenings, weekends and school holiday periods as required.
- Commitment to high standards of customer service, professionalism and site presentation.
- Ability to work constructively with colleagues across coaching, reception, bookings, operations, marketing and events.
- Displays commitment to the principles of equity, diversity and inclusion.
- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.

## Desirable Qualities

- Experience delivering junior coaching programmes.
- Experience delivering adult beginner and improver programmes.
- Experience supporting Social Play, leagues, ladders, tournaments or club-style activity.
- Experience supporting launch events, open days or new sports programmes.
- First aid qualification.
- Experience working in a school, leisure, club or community sports environment.
- Understanding of commercial sports programming, customer retention and court utilisation.
- Basic knowledge of padel retail, rental equipment and customer product advice.



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# Further Information

## Key Measures of Success

- High-quality, safe and engaging padel coaching delivery.
- Successful delivery of courses, Social Play, taster sessions, junior activity, adult coaching and events.
- Positive customer feedback and strong repeat participation.
- Growth in padel coaching sessions, Social Play, courses and player numbers.
- Clear customer progression from first-time participation to regular play.
- Good relationships with customers, parents, school users, community users and colleagues.
- Effective feedback on booking, app, retail, rental, programming and customer journey issues.
- Sessions delivered in line with safeguarding, health and safety and operating standards.
- Maintain courts and equipment to a high standard before, during and after activity.
- Positive contribution to the wider launch and development of the padel offer at Tilsley Park.

## Terms and Conditions

- Hours will be agreed according to programme needs and customer demand.
- The role may include evenings, weekends, school holidays and occasional events.
- The postholder may be required to work across different activity types, including coaching, courses, Social Play, launch events, competitions, school activity and corporate bookings.
- Padel Coaches are appointed on a **self-employed basis** with a competitive hourly rate of £25 to £35.

## Notes

- To start in September when our new excellent Padel courts will be open.
- Reporting: as qualified, self-employed members of staff, Padel Coaches will not be under the direct line management of any Abingdon School employee but will work very closely with the ASE Commercial Manager and ASE Operations Manager.
- As a self-employed member of staff, the post-holder is required to ensure that they have adequate **professional indemnity insurance** and supply evidence of this to the School.
- For an informal discussion about the role and working arrangements please contact the Richard Bonner, Commercial Manager, initially via email: [recruitment@abingdon.org.uk](mailto:recruitment@abingdon.org.uk)
- Candidates must have the right to work in the UK for the duration of their self-employed contract without any additional approvals. Appointment to the post will be subject to verification of the appointee's right to work in the UK.
- If you would like to apply for this position you will need to register and apply on our **recruitment portal (MyNewTerm)** via [this link](#).
- For safeguarding reasons, please note we are **unable to accept applications by CV**. All applicants must complete the **standard Abingdon application (via MyNewTerm)** with full employment history and providing two suitable references.

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# Further Information

## Health and Safety at Work

All staff working within Abingdon share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment. All appointees are required to confirm that they have read and understood the Foundation's Health and Safety Policy.

As a self-employed member of staff, the post-holder will also need to ensure that they have adequate professional indemnity insurance and supply evidence of this to the School.

## Training

The following mandatory training will be provided:

- Fire Awareness, Health & Safety Induction, Prevent, Safeguarding Training (Triennial) and Sexual Harrassment Awareness

Note: as a self-employed member of staff, the postholder is responsible for ensuring that they **continue** to meet all professional training requirements, including the **maintenance or renewal of safeguarding training** and any other training and CPD they require to work in this role, at their own cost. Self-employed staff are eligible to claim the costs of attending training courses required for their work as allowable business expenses. [See Government Guidance if you are self-employed.](#)



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# How to Apply

To apply, please go to our **[Recruitment Portal](#)**.

Please do not upload CVs, testimonials or examples of work.

## References:

We require at least two satisfactory references, including one from your current/most recent employer. If you've previously worked in a school or with children, one reference must be from the most recent relevant employer where you last worked. If you've been employed by a school, the reference must be from the school's Head. References cannot be from a relative or someone known to you solely as a friend.

For safeguarding reasons, references will be taken up before interview unless you have specifically asked us not to.

## Online Checks:

We conduct online searches for all shortlisted candidates to assess their suitability to work with children. Any public information found may be discussed with you at your interview.

## Interviews:

If shortlisted, you'll be invited to attend an in-person interview/selection day which will include one or more interviews and will also include one or more tasks (e.g a written exercise) and a tour of the School. If you are invited for interview, further information will be sent to you with your invitation.

These stages will also assess your suitability for working with children. Your employment history, including any gaps in employment, will be explored at interview.

## Pre-Employment Checks:

If you're invited for an interview, you'll undergo essential checks with HR, including:

- DBS enhanced criminal records check and checks of relevant prohibitions and barring;
- Verification of identity, address, right to work in the UK, and
- Qualifications check.

If you've lived or worked overseas for 3+ months in the last 10 years, please bring original copies of any overseas police checks

## Conditional Offer & Safeguarding

Any job offer is conditional on successful completion of all required pre-appointment checks, including ID check, DBS check, any required overseas checks, barred list checks, prohibitions from teaching and/or management checks (if applicable), satisfactory references, medical fitness, EYFS declaration (if applicable) and verification of qualifications and right to work in the UK. Staff are also required to read and sign to say they have understood key policies including safeguarding and health and safety.

## Warning!

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Providing false information is also an offence and could result in the application being rejected or summary dismissal (if appointed), and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

## Questions?

Contact our HR Department at 01235 849136 or **[recruitment@abingdon.org.uk](mailto:recruitment@abingdon.org.uk)**.

**We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.**



ABINGDON

Co-educational independent day and boarding school  
for pupils aged 11 to 18 years

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[abingdon.org.uk](http://abingdon.org.uk)