



ABINGDON



LIFEGUARDS

ABINGDON

SPORTS &
LEISURE

Early applications are encouraged.

APPLICATIONS WILL BE REVIEWED ON RECEIPT

Job Pack AS34



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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, 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 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



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.

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. For more information please see our website: <https://www.abingdon.org.uk/sports-and-leisure/>



Job Description

The Role

Abingdon Sports and Leisure is seeking to appoint enthusiastic, motivated and flexible lifeguards to work at Abingdon School Sports Centre on a casual worker (hourly paid) basis.

The Lifeguard will work alongside the Sports Centre staff to ensure the effective and safe operation of the swimming pool.

The Lifeguard will:

- Ensure that swimmers using the pool are safe
- Be constantly alert to prevent accidents
- Assist with the cleaning of the swimming pool area

Main Responsibilities:

Duties will include, but are not limited to:

- To be vigilant in ensuring the safety of all swimmers
- Ensuring rescue equipment is in the right place and in working order
- Be aware of, and try to reduce, potential hazards
- Assessing customers that are at risk
- Follow the Pool Safety Operating Procedures at all times
- Knowing and understanding pool rules
- Set up and break down equipment required for swimming lessons
- To provide First Aid when required
- Attending and keeping a record of training



Person Specific Criteria

Essential Qualities

- National Pool Lifeguard Qualification (NPLQ)
- Effective communication with other Lifeguards and Sports Centre Staff to ensure that the pool is supervised at all times
- Punctual with good time management skills
- Good communication and teamwork skills
- Good observation skills and the ability to maintain a high level of concentration in a busy environment
- Presents a professional appearance and attitude at all times
- Has a positive and proactive attitude to work
- Willingness to attend monthly training sessions and any additional training as required with an eagerness to learn and improve
- Displays a commitment to the principles of equity, diversity and inclusion
- A commitment to the protection and safeguarding of children and young people
- A commitment to valuing and respecting the views and needs of children and young people



Further Information

Pay and Hours of Work

Work is all year round and shifts are generally during evenings and weekends (weekdays 17:00 - 22:00), Saturdays and Sundays (06:45 - 17:45). There is the opportunity to work on average 4 hours a week although more hours may be available. The hourly rate of pay is £14.55 including holiday pay and work is offered on a Casual basis.

Lifeguards will be contacted by the Sports Centre Manager to offer available shifts.

Notes

- The role is to start as soon as possible and applications will be reviewed on receipt until all available positions are filled.
- Lifeguards will report to the Sports Centre Manager.
- For an informal discussion about the role and working arrangements please contact the Centre Manager, Rebecca Lees, initially via email: recruitment@abingdon.org.uk
- Candidates must have the right to work in the UK 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 via the following link: [Recruitment Portal](#).
- For safeguarding reasons, please note we are unable to accept applications by CV. All applicants must complete the [standard Abingdon application form via MyNewTerm](#) including full employment history and providing two suitable references.



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.

Training

The following mandatory training will be provided:

- Health & Safety Induction, Manual Handling, Working at Height, Fire Awareness, Safeguarding Training, Prevent and NPLQ ongoing training.

Abingdon is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.



How to Apply

APPLY NOW



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.

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

Independent day and boarding school
for pupils aged 11 to 18 years

Co-ed from 2026

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