



ABINGDON



SWIMMING ASSISTANTS (CASUAL)



Early applications are encouraged.

APPLICATIONS WILL BE REVIEWED ON RECEIPT

Job Pack AS44



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ABINGDON

SPORTS &
LEISURE

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.



A handwritten signature in black ink that reads "Justin Hodges". The signature is written in a cursive, slightly stylized font.

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 and motivated Swimming Assistants.

Swimming Assistants will work under the direct supervision of Level 2 Swimming Teachers during swim lessons and will report to the Sports Centre Manager.

Key Objectives

- To assist in the teaching of swimming to children following the Swim England Learn to Swim (LTS) framework, encouraging swimmers in achieving their maximum potential.
- To work to high professional standards and to provide good customer service.
- To support Abingdon School Enterprises in achieving its aims and objectives, which are based on the principle of high quality.

Main Responsibilities:

Duties will include, but are not limited to:

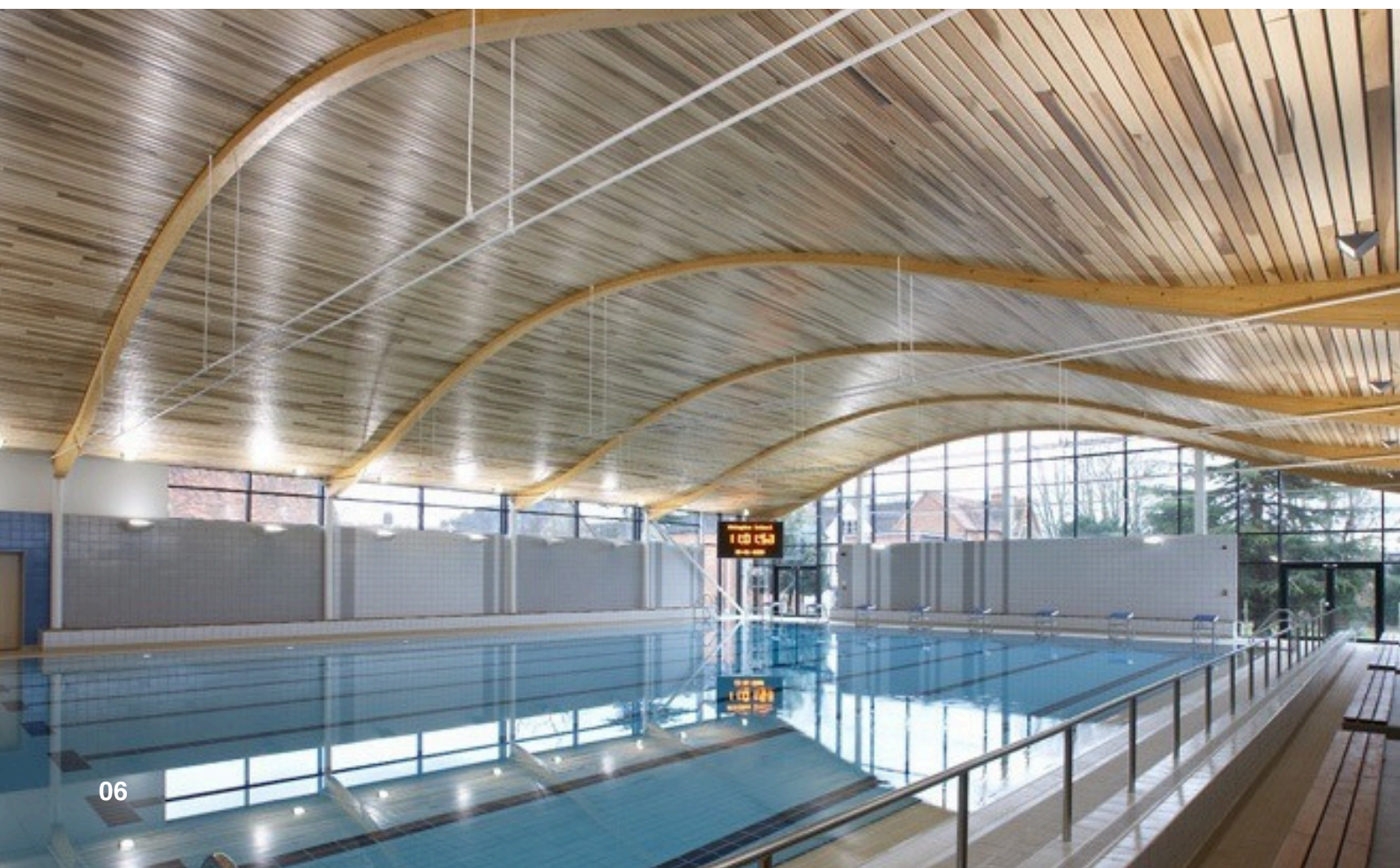
- To assist our Level 2 qualified teachers to deliver lessons to our high standards, creating an exceptional experience for our members.
- To communicate effectively and build good working relationships with Level 2 Swimming Teachers, with other Level 1 Swim Assistants and the Swim School Administration Team.
- To assist in the delivery of the Institute of Swimming swim programme.
- To help create a safe and fun pool environment for all of our members including parents/guardians of our child members.



Job Description

Main Responsibilities cont.

- Give assistance where necessary in the recording and documenting of each lesson, tracking member attendance and improvement.
- Be aware of any particular needs of individual swimmers and act accordingly, communicating effectively with the Swimming Teacher.
- Act professionally and courteously to everyone you interact with.
- To build positive relationships with children in swim lessons and help them achieve their swimming goals.
- To set up and put away any equipment needed for lessons.
- To help to improve the service, processes and procedures to build a progressive, exciting swim school brand.
- To follow and promote the Institute of Swimming Child Protection Policy and Abingdon School Safeguarding Policy.
- To abide by all policies and procedures as required by Abingdon School Sports Centre.



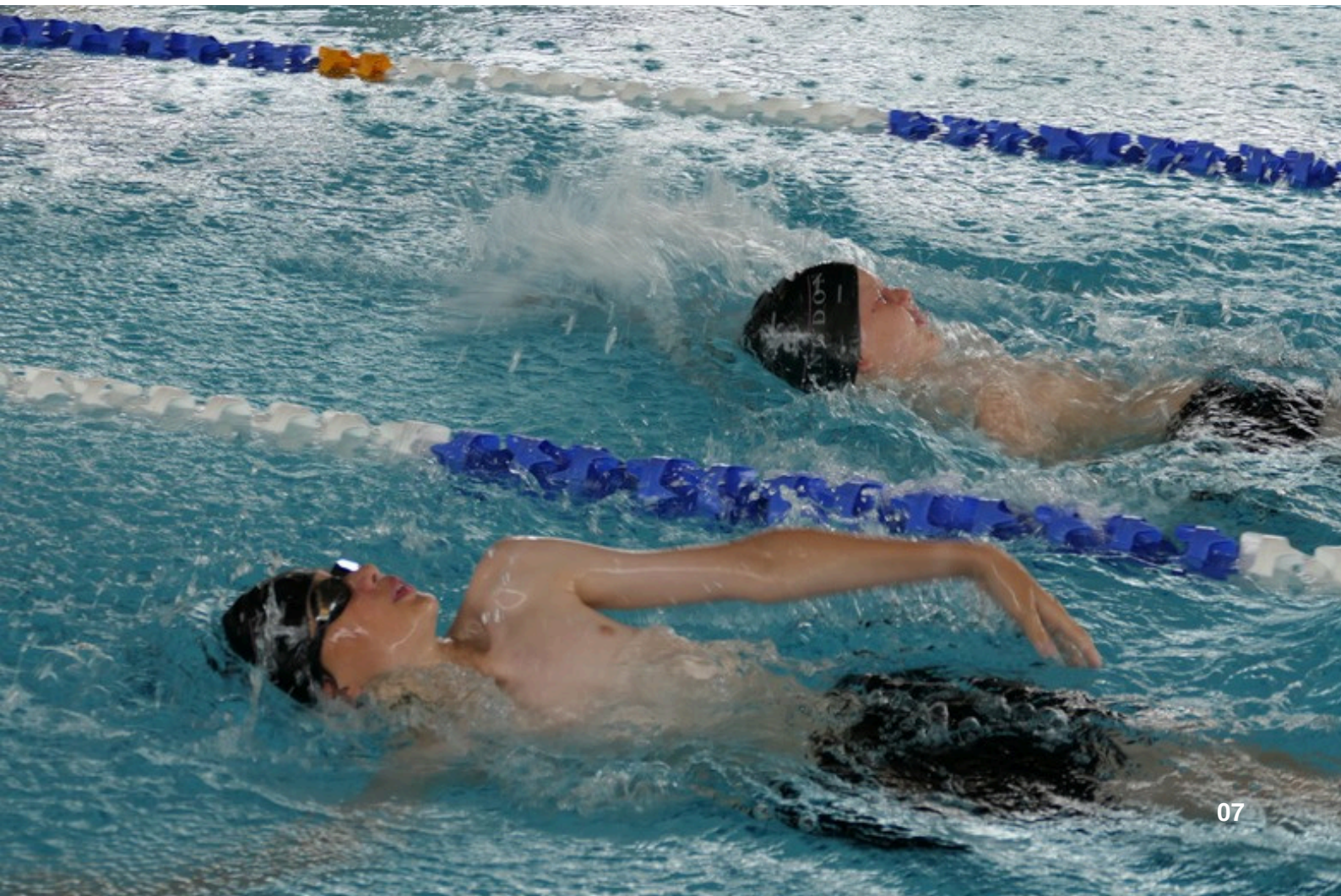
Person Specific Criteria

Essential Qualities

- STA Level 1 or SEQ Level 1 Swimming Assistant (may be combined with SEQ Level 2 Swim Teaching).
- Self-motivated with the ability to encourage learners through a positive outlook, perseverance and patience.
- Excellent communication and customer service skills.
- Ability to follow instructions in working to a required standard and programme of work.
- Ability to work as part of a team.
- 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.

Desirable Qualities:

- National Rescue Award for Swimming Teachers & Coaches or National Pool Lifeguard Qualification.
- Previous experience of working with children.
- Previous experience of assisting with swim teaching or other sports coaching.



Further Information

Pay and Hours of Work

Abingdon Swim School operates during Term Time on:

- Saturday mornings from 10:00am to 1:00pm
- Sunday mornings from 08:00am to 12:00pm

Swim Assistants will be needed for cover or regular shifts. Intensive Swim School courses also operate during school holidays. This is a casual worker role, assisting qualified swim teachers and is paid on an hourly basis.

Current rate of pay for Level 1 Swimming Assistants is £14.55 per hour (inclusive of holiday pay).

Notes

- Role to start 01 September 2026.
- Enhanced DBS will be required/undertaken as part of the role.
- Excellent facilities are available for swimming lessons.
- The role reports to the Duty Manager.
- For an informal discussion about the role and working arrangements please contact the Sports Centre Manager, Rebecca Lees, initially via email: recruitment@abingdon.org.uk.
- Candidates must have the right to work in the UK for the duration of their employment.
- 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 Careers page on our website.
- For safeguarding reasons, please note we are unable to accept applications by CV.
- All applicants must complete the standard Abingdon application form via MyNewTerm.
- Applications will be reviewed within 10 days of receipt. The post will close when the positions have been filled.

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, Sexual Harassment 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

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

ABINGDON

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