



ABINGDON



# EXERCISE INSTRUCTOR (Self-employed)



**Closing Date: We have a number of vacancies so the position will be closed when they are all filled.**

*Early applications are encouraged.*

**APPLICATIONS WILL BE REVIEWED ON RECEIPT**

Job Pack AS23(R)



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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](http://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

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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.

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.

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 planned. 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.

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.



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# Job Description

## The Role

We are looking for an instructor to teach one or more of the following: Conditioning Circuits, Functional Fitness, Body Burn, HIIT or Body-Pump style classes. This role is based at The Sports Centre.

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:

### Key Tasks:

- To teach group fitness classes to the general public
- To plan, organise and safely lead participants through class and programme activities appropriate to the fitness level of the participants in the class.
- To work to high professional standards and to provide exceptional customer service.
- To support Abingdon School Enterprises in achieving its aims and objectives, which are based on the principle of high quality sport and leisure activities on a commercial basis.
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### Main Responsibilities:

- Conduct and organise engaging classes by: beginning and ending on time, welcoming new participants and adhering to class format.
- Teach to various fitness levels and be able to provide modifications for all abilities.
- Monitor participants for proper positioning and intensity levels and be able to explain or demonstrate the correct and safe way to perform all exercises by applying appropriate policies and procedures.
- Know and adhere to general fitness principles.
- Arrive at least 5 minutes early to greet customers, welcome, and assist them.
- Keep abreast of changes and trends in the fitness industry by continuing education (reading, workshops, attending other instructor's classes, etc.).
- Teach all classes agreed to on the monthly Group Exercise Schedule.
- Handle audio equipment with care.
- Be a role model for customers and fellow instructors.
- Report any equipment or studio malfunctions to the Supervisor on duty.
- Maintain a professional appearance



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# Person Specific Criteria

## Essential Qualities

### Essential Qualifications (at least one of):

- Exercise to Music qualification or equivalent to a CIMSPA Level 2
- Current CRP Certification

### Experience:

- Previous experience of delivering Group Exercise lessons

### Skills/Attributes:

- Positive outlook
- Self-motivated
- Excellent communication skills
- Ability to plan and lead a safe, fun and effective class
- Perseverance and patience
- Ability to encourage learners
- Very good people skills
- Flexible with working hours

### Equity, Diversity and Inclusion:

- Displays commitment to the principles of equity, diversity and inclusion

### Safeguarding:

- 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



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# Further Information

## Hours of Work

To be agreed with the Sports Centre Manager or Deputy Manager. Ideally we are looking for instructors who can teach 1-2 evening classes per week (after 6pm). Weekend classes may also be available (Saturday between 7am - 5pm and Sunday between 9am - 5pm).

## Notes

- To start as soon as possible.
- Excellent facilities are available for Exercise Instructors.
- Exercise Instructors are appointed on a **self-employed basis** with a competitive hourly rate.
- Reporting: as qualified, self-employed members of staff, Exercise Instructors will not be under the direct line management of any Abingdon School employee but will work very closely with the Centre Manager and Deputy 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 Centre Manager, Rebecca Lees, 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 which can be found via our **Careers page**
- **Closing date for applications:** We have a number of vacancies so the position will be closed when they are all filled
- For safeguarding reasons, please note we are **unable to accept applications by CV**. All applicants must complete the **standard Abingdon application form** 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:

- Health & Safety Induction
- Initial Safeguarding Training

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.](#)

*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](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.**



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# ABINGDON

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

Co-ed from 2026

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