



ABINGDON



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# HEALTHCARE ASSISTANT

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**Closing Date: Thursday 25 June 2026 (Midday)**  
**Interviews: Wednesday 01 July 2026**

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

Job Pack AS41(R)



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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 slanted style.

Justin Hodges  
Director of Finance & Operations

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# About the Health Centre

We are seeking a capable and flexible Healthcare Assistant to join our small and friendly team in the Health Centre to provide care for pupils during term time.

Within the Health Centre, we have one Registered Senior Nurse, one registered Nurse and 4 Healthcare Assistants. The Health Centre may have to provide 24-hour care for boarding pupils who are unwell or injured.

The role is required for 18 hours per week, Monday to Friday between the hours of 8am to 6pm and 9am to 5pm on Saturdays (10am to 2pm on Saturdays during the Summer Term). Hours are worked on a duty rota basis which includes evenings, overnights and weekends.

The Health Centre provides flexibility for staff interested in taking on more overnight or weekend shifts. Additionally, there are opportunities to provide first aid cover for sports matches during the Michaelmas and Lent terms.



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# Job Description

## The Role

**Location:** Abingdon School

**Department:** Health Centre

**Reports to:** Senior School Nurse

## Duties and Responsibilities

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are 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:

- Provide holistic nursing care to pupils, staff and visitors, including overnight care of boarders when required.
- Provision of first aid and emergency care and treatment as necessary. This includes maintaining stock of all school first aid kits.
- Maintain medical records accurately, confidentially and safely.
- Keep records of reported accidents.
- Work closely with other members of the Health Centre team to ensure seamless and continuous care.
- Internal liaison with heads of house, boarding and academic staff. As well as school office staff and all other departments as necessary.
- External liaison with parents, doctors, Health Centre staff and pharmacy. As well as school health advisers and other members of the primary health care team.
- Maintain Health Centre stock, hygiene and tidiness.
- Keep up to date with current health promotion initiatives.
- Have an involvement and awareness of health and safety and safeguarding issues within the school affecting staff, children or the environment.



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# Person Specific Criteria

## Essential Qualities

- Self-sufficient and able to work on own initiative
- Flexible with the capacity to work evening and weekend shifts
- Must be an excellent team player and able to help with a variety of tasks
- Delivery of first aid treatment for which full training will be given
- Good communication skills including verbal and written (including email) skills
- Competent IT skills for email, electronic records/logs and the school management information system (iSAMS)
- 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 working with adolescents or in a healthcare setting
- Ability to teach first aid



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# Further Information

## Hours and weeks of work

This is a part-time role working 18 hours per week during term time only (including INSET days).

- Weeks of work: 34 weeks term time only based on published Abingdon School term dates (inclusive of INSET days)
- Hours of work: 18 hours per week
- Work pattern: As per the duty rota. Regular evening and weekend working is required and these hours are included in the contracted 18 hours per week.
- Due to the on call nature of this role, there will be occasions when you will be required to stay in the Health Centre overnight.
- The Health Centre duty rota is issued approximately 4-6 weeks in advance of the rota start date.
- Full Time Equivalent (FTE): Full time support staff roles within the Abingdon Foundation work 40 hours per week, 52.14 weeks per year.
  - Part time FTEs are therefore calculated as a fraction of a total of 2085.6 hours.
    - The FTE for this role calculates as follows:
    - 34 weeks of work x 18 hours per week plus 5.6 weeks' paid holiday x 18 hours
    - $712.8 / 2085.6 \text{ hours} = 0.3418 \text{ FTE}$

## Salary

The salary for this role is **£10,137 (£29,660 FTE Salary x 0.3418) per annum.**



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# Further Information

## NOTES

- This is a part-time, term-time, permanent role.
- This role is to start on or as close as possible to School Inset day on 03 September 2026 (subject to the satisfactory completion of all required pre-appointment checks).
- After successful completion of a sixth month probationary period, the notice period for this role will be one month.
- For an informal discussion about the role please contact Helen Morris, Senior Nurse, initially via email to [recruitment@abingdon.org.uk](mailto:recruitment@abingdon.org.uk). Please note this is not part of the selection process.
- If you would like to apply for this position you will need to register and apply on our recruitment portal.
- Early applications are encouraged and we may make an appointment prior to the published closing or interview date.
- Please note that due to safeguarding reasons, candidates must complete a standard Abingdon application form.
- All applicants should apply via our recruitment portal. CV's are not accepted.
- The closing date for applications is **Thursday 25 June (midday)**. Interviews will be held on **Wednesday 01 July 2026**.

## Training Requirements

ASIST (Suicide Awareness), COSHH (Control of Substances Hazardous to Health), Cyber Security, Emergency First Aid at Work, Equality, Diversity and Inclusion, Fire Marshal, Food Hygiene, Health & Safety Induction, Manual Handling, Personal Protective Equipment, Prevent, Safeguarding (Triennial), Sexual Harassment Awareness, Spill Kit (Bodily Fluids).

## Health and Safety at Work

All staff 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 staff are required to confirm that they have read and understood the Foundation's Health and Safety Policy.

# Benefits of working at Abingdon

## Annual Leave:



You'll get 25 days paid time off each year, plus bank holidays (pro rata if part time). Depending on your role, we usually expect you to take your holidays during school breaks, but there can be some flexibility if needed.

“91% of our staff say the facilities and resources for staff are good (2025 staff survey)”

## Time Off & Flexibility



## Working from Home (WFH):

We may be able to offer flexible working from home options, depending on the nature of your role. If this applies, during term time, you may be able to work remotely for up to 20% of your hours (usually about one day a week). Outside of term time, this increases to 40% (around two days a week). Unfortunately, not all roles can be carried out from home.



## Christmas Closure:

Our all year round staff can enjoy extra time off over the festive period. We offer up to 4 closure days around Christmas/New Year, dates depend on where the bank holidays fall.

## Death in Service Benefit:

For your peace of mind, all support staff aged 18-70 are covered by a scheme that pays out three times your annual salary to your loved ones in the event of your death whilst employed.



## Outstanding Pension Scheme:

We're serious about your future. We offer staff pension choices, including the option to join an enhanced pension scheme with a 6.4% contribution from you and a competitive contribution of 14.1% from us. Staff can also opt for salary exchange for additional benefits.



## Financial & Family Support

## Foundation Grant (School Fees):

If your children attend Abingdon School or Abingdon Prep, you could receive a significant discount of up to 25% on their tuition fees (pro-rata for part-time staff). Admission to the School is subject to availability of places and meeting admission requirements. Ask us for more details if this applies to you.



## Super Camps Discount:

Need childcare during school holidays? Staff get a discount on courses with Super Camps, and you can use childcare vouchers.



### School Counsellors and Physios:

Staff can also access the services provided by the School Counsellors and the Physios (terms and conditions apply).



### Employee Assistance Programme (EAP):

Life can be tricky, so we provide an Employee Assistance Programme. This offers confidential support and resources for anything from mental health to financial advice, plus a Health Risk Assessment tool to help you stay on top of your wellbeing.

### Private Healthcare:

Permanent employees can benefit from free private health insurance, giving access to excellent medical care (this is a taxable benefit).



### Sports Centre Membership and Theatre discounts:

Stay active and healthy with free access to the gym and swimming pool at agreed times. You'll also get a discounted membership to the Abingdon Sports and Leisure Club, allowing you to attend exercise classes for free. Staff can also benefit from access to discounted or complementary tickets to a wide range of events at the Amey Theatre.



## Health & Wellbeing



### Cycle to Work Scheme:

Save money and get fit! We offer a Cycle to Work scheme for eligible staff, helping you buy a bike. Contact us for more information.



### Social:

There are regular staff social events and opportunities to join other staff in a range of activities from singing in the choir to playing cricket or football, running in the road relay or even joining in with the staff rock band or staff panto.

### Other Health and Wellbeing Benefits:

Include access to an occupational health provider, free staff 'flu jabs, eye test reimbursement, menopause support and mental health first aiders.



### Free Lunch:

Most staff can enjoy a delicious free lunch and refreshments during term time.



### Everyday Perks

### Free Parking:

We offer free on-site parking and bike storage for all staff (on a first-come, first-served basis).



### Staff Development

We offer a range of online and in-person courses to staff for free including first aid, mental health first aid and health and safety courses. Staff completing higher level professional qualifications or CPD may have their courses fully or partly funded.

“ 99% of our staff say they have good working relationships with their immediate colleagues (2025 staff survey) ”

# How to Apply

APPLY NOW



To apply, please go to our Recruitment Portal via our Careers page.

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**