



SPORTS ASSISTANTS



Early applications are encouraged.

APPLICATIONS WILL BE REVIEWED ON RECEIPT



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ABINGDON

SPORTS &
LEISURE

Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon Schools Group. 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 Schools Group is a community of some 1700 students across Abingdon Prep, Abingdon School and the Manor Prep. Boarding is available at Abingdon School from 13+ and boarding houses are full with around 150 boarders. Our Sixth Form has around 360 students and we employ around 500 teachers and support staff across the Group. The Board of Governors oversees the whole Group.

Our schools occupy large and beautiful campuses. The facilities are excellent with recent significant developments including 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 senior school campus - these offer some of the best sports resources in the area. The Group benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development. In September 2026, we will welcome our first co-educational cohorts to the First Year and Sixth Form at Abingdon, with co-educational entry to our Third Year (13+) from September 2028.

Abingdon 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".

Justin Hodges
Director of Finance & Operations

Abingdon Sports and Leisure

Abingdon Sports and Leisure is responsible for managing the Abingdon School's Group'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 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.

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: abingdon.org.uk/sports-and-leisure/



Job Description

Abingdon School Enterprises Ltd (known as Abingdon Sports and Leisure) are seeking to appoint enthusiastic, motivated and committed candidates to join our fantastic team assisting with the management of the sports and leisure facilities at Tilsley Park on a casual worker (hourly paid) basis.

The Role

To work closely with team members to support the Duty Manager in ensuring that our sports and leisure facilities operate to the highest standards possible and that Abingdon School Enterprises Ltd achieves its aims and objectives.

Main Responsibilities:

Duties will include, but are not limited to:

- To offer a warm welcome and a friendly face to all customers, including working on the reception desk and assisting with customer queries.
- To learn and assist with the booking system.
- To support the Duty Manager in ensuring that the facilities are prepared to a high standard for use, including setting up and setting down equipment and following daily checklists.
- To be vigilant, ensuring appropriate access controls are in place and facilities are being used correctly.
- To learn and correctly implement all relevant health and safety legislation.
- To assist with events such as track meets (trackside, the reception desk, and serving behind the bar (if of appropriate age).
- To assist with the delivery of parties, ensuring that the service offered is to the highest standards.
- Respond to customer enquiries and provide information about our full range of products, services and promotional campaigns.
- Ensure that every customer booking or sales enquiry is dealt with through the appropriate procedures.
- Ensure that incoming telephone calls are answered in a professional and timely manner.
- Manage and protect customer information in accordance with the relevant legislation.
- Handle effectively and be accountable for all types of payment transactions.
- Prepare and sell food and beverages at the reception cafe.
- Work as part of a team to ensure the smooth operation of the facility.
- Follow Normal Operating Procedures and Emergency Operating Procedures.
- Meet the training and development requirements of the job role.
- Working within the job description for a role at this level, demonstrates awareness of when to refer to other appropriate members of staff for guidance and support.
- To undertake any other duties commensurate with the post's level of responsibility.

Person Specific Criteria

Essential

- Excellent customer service skills
- Flexibility to work during opening hours
- Positive attitude
- Good use of initiative
- Good team member
- Good standard of literacy and numeracy
- Willingness to attend training as required and an eagerness to learn and improve
- 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 all customers, taking account of their specific needs, particularly children and young people

Desirable

- Experience of working in a similar environment
- Full drivers license
- Coaching qualification
- Interest in sports



Further Information

Pay and Hours of Work

The hourly rate is £14.55 per hour (inclusive of holiday pay).

Work is all year round and shifts are generally during evenings and weekends.

- Weekdays 17:00 - 22:00.
- Weekends 06:45 - 17:45.

Notes

- The role is to start as soon as possible and applications will be reviewed on receipt until all available positions are filled.
- For an informal discussion about the role please contact: **Andy Prendergast, ASE Operations Director**, via email recruitment@abingdon.org.uk.
- Early applications are encouraged and will be reviewed on receipt until the positions are filled. We aim to reply to applications within 2 weeks.
- 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.
- 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.
- 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.



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: Control of Substances Hazardous to Health (COSHH), Customer Service, Cyber Security Training, Equality Diversity & Inclusion, Fire Warden, Health & Safety Induction, Legionella Awareness, Manual Handling, Prevent, Sexual Harassment Awareness and Safeguarding Training (Triennial).



How to Apply

To apply, please go to MyNewTerm, our recruitment portal and submit an application. Please note we are unable to accept 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 Recruitment Team 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

A leading independent co-educational day and boarding
school in Oxfordshire for pupils aged 11 to 18 years.

abingdon.org.uk

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