



Kimbolton School

C A M B R I D G E S H I R E



APPLICATION PACK

Leisure Assistant (Full Time)

Required from the earliest opportunity



Welcome From Will Chuter, Headmaster

I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, consisting of a stylized 'W' followed by a long horizontal line.

Will Chuter
Headmaster



Job Description

Leisure Assistant – Full time

Required from the earliest opportunity

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimboltonschool.com.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

The Leisure facilities are led by two Managers, supported by a dedicated team of four Lifeguards team leaders. During term time, Kimbolton leisure facilities serve the adjoining Preparatory and Senior School, and many local primary schools. Outside of term time, the Leisure facilities are open to the public, available to hire for private parties, or by local schools and clubs in the Cambridgeshire area.

As a Leisure assistant will be responsible for helping ensure a safe and welcoming environment for all users and demonstrate a passion for working in Leisure. Successful applicants, if not already qualified, will be trained to deliver and teach Swimming Lessons to children of all ages.

You will be working closely with the leisure facilities team, and need to have the ability to be flexible and adaptable in changing situations. As a successful candidate you will have excellent organisational, interpersonal and customer service skills, be able to communicate well with other team members, and be happy to deal with customers both face-to-face, over the telephone and via email. Ensure all policies and procedures are followed and enforce them, ensuring effective operation of all leisure facilities.

Main Duties

- To assist in the management and operation of the day to day running of Kimbolton School Swimming Pool and Sports Facilities.
- To work an average of 37.5 hours a week as part a weekly rota (Monday-Sunday)
- To comply with all policies and procedures in respect of safeguarding, data protection, health and safety and equal opportunities.
- Be accountable to the Leisure facilities managers for the satisfactory execution of duties both by method and time
- To assist the Leisure facilities Managers in the development and promotion of all activities
- To work in reception answering enquires, taking bookings and controlling admission
- Responsibility for the reconciliation of daily takings (money/card payments)
- Lifeguard in accordance with current RLSS training and guidance
- Lifeguard on a rotation basis with part-time Lifeguards
- To assist with timetabled changeovers and be familiar with all procedures and equipment, across all facilities
- To hold and maintain a first aid at work qualification
- Administer first aid as and when required
- Maintain a high standard of hygiene and cleanliness throughout all Leisure facilities
- Ensure all chemicals/cleaning materials issued are stored and used in accordance with COSHH regulations
- To ensure the security of the Swimming pool & Leisure facilities buildings and surroundings
- To assist in the control of stock and ordering supplies
- To maintain National Pool Lifeguard Qualification through monthly onsite training
- To hold and maintain an ASA level 2 swimming teaching qualification
- To teach lower and upper preparatory school pupils (swimming)
- To act in a responsible and professional manner at all times
- To carry out any other duties as may be specified by the Leisure facilities managers to ensure the safe and effective operation of the swimming pool and sport facilities.

Person Specification

Criteria	Essential	Desirable
Qualifications	National Pool Lifeguard Qualification (NPLQ).	- First Aid Certificate. - Swim England Swim Teaching Level 2.
Skills and Experience	Previous employment as a lifeguard.	- Prior experience working in a leisure environment. - Experience of teaching swimming. - Previous experience of working with the general public.
Personal Qualities	- Ability to be able to work on own initiative and without supervision. - Ability to establish and maintain effective working relationships at all levels (other team members, pupils, staff, parents, visitors, contractors and public). - Ability to plan and manage own day-to-day work, to ensure routines are followed and work is attended to. - Good organisational skills, time management and flexibility. - Ability to carry out manual work which will include some medium level lifting and stretching.	

Terms and Conditions

Reporting to:	Leisure Facilities Managers
Accountable to:	Chief Operating Officer
Hours of Work:	Full time, 52 weeks a year. 37.5 hours a week on a rota basis Monday – Sunday.
Remuneration:	£13.00 per hour, FTE £25,350
Probationary Period:	Up to 5 months
Pension:	The school offers a contributory pension scheme
Lunches:	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.

- Additional benefits:** Details of the further benefits on offer can be found on the Kimbolton School [MyNewTerm profile page](#).
- Referees:** The names, addresses and telephone numbers of two professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#).

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by the closing date of **12th October 2026**. Any late submissions will not be accepted.

Interviews will take place week commencing **19th/26th October 2026**.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is

subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies