



ABINGDON



FUTURES ADVISOR (CAREERS)

Closing Date: 15 May 2026 (Midday)

Interviews will take place at a time to be arranged after this date however early applications are encouraged as we may make an appointment prior to the advertised closing date.

Job Pack AS37



Contents

PAGE 03	<u>Message From The Director of Finance & Operations, Justin Hodges</u>
PAGE 04	<u>About the Futures Team</u>
PAGE 05	<u>Job Description</u>
PAGE 07	<u>Person Specific Criteria</u>
PAGE 08	<u>Further Information</u>
PAGE 11	<u>Benefits of Working at Abingdon</u>
PAGE 13	<u>How to Apply</u>

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".

Justin Hodges
Director of Finance & Operations

About the Futures Team

The Futures Advisor (Careers) delivers high quality impartial careers education, information, advice and guidance (CEIAG), supporting pupils in Years 7-13 to make informed decisions about their future pathways. The role will contribute to a sector-leading Futures provision promoting ambitious, well-informed outcomes for all pupils to be successful beyond school. With a strong emphasis on senior pupils, the role is a key member of the Sixth Form team, although it undertakes responsibilities to support all year groups.

At Abingdon School, our students' destinations are as individual as they are. The Futures Team supports each student in developing and achieving their unique goals by bridging expert career guidance with comprehensive university strategies (both UK and international).

Led by the Director of Futures, the team includes two Futures Advisors (Universities)—both of whom are also teaching staff. The department is a core component of the Sixth Form team, managed by the Head of Sixth Form with support from the Assistant Heads of Sixth Form (Academic and Pastoral). This structure ensures that academic progress, pastoral care and future planning are well integrated to best support our students.

It is an exciting time to join Abingdon as we transition to co-education. Our Sixth Form currently comprises c.360 students, with the arrival of girls, we anticipate this growing to c.430. While Abingdon School (currently c.1,200 pupils) may see a small short-term increase during this transition, our long-term strategy is to maintain provision in line with our current size.



Job Description

The Role

Location: Abingdon School (with occasional travel to Abingdon Preparatory School)

Department: Futures Team, Sixth Form

Reports to: Director of Futures

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:

Leadership and Delivery

Develop and deliver a comprehensive career guidance programme that represents best practice in line with the eight Gatsby Career Guidance Benchmarks. This includes, but is not limited to:

- **A Stable Careers Programme:** Plan, deliver and evaluate an informed careers programme across all year groups ensuring careers education is visible, relevant and structured.
- **Learning from Career and Labour Market Information:** Keep abreast of labour market information including trends, growth sectors and skills demand to inform guidance to pupils, parents and staff.
- **Addressing the Needs of Each Pupil:** Deliver tailored guidance to support individual pupils that reflect their strengths, interests and ambitions, and actively challenge stereotyping in career pathways.
- **Linking Curriculum Learning to Careers:** Collaborate with academic departments to embed careers learning within the curriculum and demonstrate relevance of subject knowledge to different future career pathways.
- **Encounters with Employers and Employees:** Organise a programme of employer and sector engagement activities including talks, insight events and the annual Careers Convention building relationships with alumni, parents and wider employers.
- **Experiences of the Workplace:** Coordinate work experience schemes (for Years 11 and 12) ensuring pupils are well prepared and supported to take up opportunities.
- **Encounters with Further and Higher Education:** Advise on 16+ and 18+ options with a variety of qualifications including degrees, apprenticeships and alternatives to university.
- **Personal Guidance:** Support pupils to identify their individual strengths, interests and aspirations and advise on relevant options, particularly at key transition points (mainly GCSE and A level choices).



Job Description (cont.)

Engagement and Resources

- Design and deliver career thinking and exploration lessons for younger students, including some outreach lessons for Abingdon Preparatory School (APS).
- Lead workshops on employability skills including CV writing, cover letters and interview practice.
- Deliver financial education sessions on themes covering budgeting, banking, debt and taxation.
- Develop and sustain partnerships with employers, alumni and industry professionals to enhance pupil opportunities.
- Serve as Liaison Officer for the Guild of Mercers' Scholars Apprenticeship Scheme and coordinate other special interest career outreach, for example British Armed Forces.
- Work with the Futures Advisors (Universities) on advising students, parents and staff on topics including specialist courses and providers, conservatoires, gap years and student finance.
- Manage and develop digital careers platforms and resources (currently platforms include Morrisby and Unifrog).
- Engage with parents through events and communications to support informed decision-making and enhance provision to pupils.

Monitoring and Evaluation

- Lead the annual review of the careers programme, using pupil and parent feedback to drive continuous improvement.
- Track destinations data with the alumni association (OA Club) including monitoring post-16 and post-18 destinations to produce insights on alumni career paths and evaluate careers programme impact.
- Manage the careers budget and plan future resourcing needs.

Wider Contribution

- Attend in person and on-line evening events as required to support Futures, Sixth Form and School activities including parent evenings, talks, career events, webinars and recruitment events.
- Undertake other appropriate duties within the Sixth Form team as assigned by the line manager and Head of Sixth Form including supporting the delivery of university applications in the UK and abroad.



Person Specific Criteria

Essential Qualities

- A good honours degree or equivalent experience.
- An existing interest in and experience of career guidance.
- High level interpersonal skills with the ability to build professional rapport with pupils (ages 11–18) and credibility with staff and parents.
- Understanding of higher education, alternative pathways and employment trends.
- Self-motivated and proactive, with the ability to work effectively both independently and as a collaborative member of a team.
- Strong networking capabilities to build employer and alumni partnerships.
- Meticulous organisational and research skills, with high attention to detail and ability to meet deadlines.
- Excellent oral and written communication skills.
- Confident public speaker capable of developing and delivering presentations and workshops.
- IT fluency and willingness to learn new applications as appropriate.
- 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

- Prior experience in careers guidance within an educational setting.
- A professional qualification in careers guidance e.g. a Level 6 Diploma in Career Guidance and Development. (If not already held, the school may be able to support the successful candidate to pursue a Level 6 Diploma in Career Guidance and Development if mutually agreeable).
- Experience of working in a secondary school.
- Project and/or event management experience.



Further Information

Hours and weeks of work

This is a permanent, term time plus role working 40 hours per week for 36 weeks a year.

- Weeks of work: Term time plus (34 weeks term time plus 2 weeks)
- Hours of work: 40 hours per week
- Work pattern: 08:30 -17:00, Monday - Friday with a 30 minute unpaid lunch break
- Full Time Equivalent (FTE): 0.7979 FTE.
 - Full time support staff roles within the Abingdon Foundation work 40 hours per week, 52.14 weeks per year.
 - Term time plus FTEs are therefore calculated as a fraction of a total of 2085.6 hours.
 - 40 hours per week x 36 weeks = 1,440 hours
 - 5.6 weeks holiday entitlement x 40 hours = 224
 - 224 + 1440 = 1664 hours
 - 1664 / 2085.6 = **0.7979 FTE**

Salary

The salary for this role is **£30,517.28 to £35,937.42** per annum based on 0.7979 FTE depending on skills, experience and qualifications. This is inclusive of 5.6 weeks holiday pay.

The full time equivalent salary for this role is £38,247 to £45,040 per annum.



Further Information

NOTES

- This is a permanent, part time, term time plus appointment to commence in September 2026.
- After successful completion of a 6 month probationary period, the **notice period** for this role is **3 months**.
- As a 'term time plus' role, some work is expected during school holiday time. This would involve INSET days before term starts but is also likely to centre around the publication of public exam results in mid to late August and candidates should be aware of this likely requirement as they apply.
- We recognise the value of a diverse workplace and **welcome and encourage applications from everyone**, including groups that are currently underrepresented amongst our staff.
- Visits to the school prior to submitting an application are, regrettably, not possible for us to arrange but we hope our [website](#) conveys a strong sense of what the school is like.
- For an informal discussion about the role please contact Jen Hoddinott initially via email to: recruitment@abingdon.org.uk. Please note this is not part of the selection process.
- Early applications are encouraged and we may make an appointment prior to the published closing or interview date.
- Please note we are unable to accept applications by CV. All applicants must complete the standard Abingdon application form via our Recruitment Portal which can be found on the careers page of our website.
- The closing date for applications is **Friday 15 May 2026 (Midday)**. Interviews will take place at a time to be arranged after this date however early applications are encouraged as we may make an appointment prior to the advertised closing date.



Further Information

Training Requirements

The following mandatory training will be provided: Cyber Security, Equality, Diversity & Inclusion, Fire Awareness, Health & Safety, Prevent, Safeguarding (Triennial) and Sexual Harrassment Awareness.

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.



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.



Financial & Family Support



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).

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



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.



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.

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