



JOB PACK

Assistant Boathouse Manager & Rowing Coach

Closing Date: Wednesday 4 October 2017
(midday)

Interview Date: w/c 9 October 2017

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE

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www.abingdon.org.uk



From the Director of Finance & Operations: Justin Hodges

Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon School Foundation. I am delighted that you are considering working here. As a member of the support staff you will play a pivotal role, and be instrumental in supporting the rest of the School community in delivering its core aim of striving to provide the very best academic, pastoral and Other Half experiences to our pupils.

Please take some time to look at our website, www.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 1260 boys, currently 1001 at Abingdon School and 259 at Abingdon Preparatory School. Boarding houses are full with around 140 boarders and the sixth form has around 330 boys. We employ some 350 teachers and support staff across the Foundation. The Board of Governors oversee the whole Foundation.

Abingdon School and Abingdon Preparatory School occupy large and beautiful campuses. The facilities are excellent with recent significant developments such as our large new science centre, refurbished Greening Court, and new multi-use and cricket all-weather surfaces. These are in addition to Tilsley Park, a significant addition to our existing, excellent sports facilities. In the future we are looking forward to opening, in September 2018, a new sixth form centre, library and art department. Whilst this is the high profile new building, the whole Foundation benefits from a continuous refurbishment and redevelopment plan, adding further impressive facilities to a very well-resourced school.

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.

Justin Hodges
Director of Finance & Operations

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SUPPORT STAFF BENEFITS

Annual Leave

Full time staff benefit from 25 days paid annual leave (plus eight statutory bank holidays). The entitlement is pro rata for staff working part time.

In addition to paid annual leave, each year at Christmas, consideration is given as to whether up to two additional closure days, which will usually be Christmas Eve and New Year's Eve, will be granted.

Childcare Vouchers

The Abingdon Foundation operates a salary sacrifice childcare voucher scheme through Co-operative Flexible Benefits.

Death in Service

All support staff aged between 18 and 65 are members of the Abingdon Foundation Death in Service Scheme. The policy covers staff up to the age of 70 with anyone over the age of 65 needing to complete a medical questionnaire. This scheme is managed by Legal & General and in the event of death a benefit of three times annual salary will be paid.

Employee Assistance Programme

The Abingdon Foundation provides staff with a range of benefits to support them in everyday life including an Employee Assistance Programme (EAP) and a Health Risk Assessment (HRA) tool.

Foundation Grant

Qualifying employees are eligible for a discount (of up to 50%) on tuition fees for their own children attending Abingdon School or Abingdon Prep. Admission and entry to either School is subject to availability and satisfactory achievement in the admission requirements.

Lunch

Lunch is available for staff free of charge during term time.

Parking

Free parking for staff is available on site.

Pension

The Abingdon Foundation runs a group personal pension scheme with Royal London into which new staff are automatically enrolled on their first day of employment. The contribution rates with effect from 1 June 2017 are 2% employee and 4% employer.

In addition to the School's auto-enrolment pension scheme there is an enhanced support staff pension scheme (money purchase) which staff can voluntarily join whereby the contribution rates are 6.4% employee and 14.1% employer. These rates may be varied from time to time as the Governors see fit.

Private Healthcare

With effect from 1 September 2017 staff will be eligible to benefit from free private health insurance (taxable as a benefit in kind).

Sports Centre Membership

Members of staff have automatic membership of the Abingdon Sports and Leisure Club with free access to the gym and swimming pool at agreed times. Discounted rates apply for staff attending classes.

Ultimate Activity Camps

Currently staff are entitled to a 50% discount on school holiday courses for children with Ultimate Activity Camps. Childcare vouchers can be used as payment. Further information is available from their website www.ultimateactivity.co.uk.



ASSISTANT BOATHOUSE MANAGER AND ROWING COACH

Abingdon School Boat Club is a large and successful school sports club. The Boat Club has a very successful coaching structure in place, which caters for the development of oarsmen in sculling, before progressing to sweep.

The Director of Rowing will have overall responsibility for the day-to-day running of the club as a school sport, the upkeep of the boathouse, management of financial matters, and be the voice of the Boat Club in all school contexts, and the Senior Rowing Coach will hold a key role in supporting the Director of Rowing in maintaining the School's reputation as one of the country's best rowing schools.

The candidate will have had considerable involvement in boat clubs with experience of coaching, developing and organising young people in preparation for their participation in competitive rowing.

The Boat Club has been in existence at Abingdon School for 183 years and never has it been more successful. Boys can row from the 3rd year upwards, in the Lent and Summer terms. Boys are expected to commit themselves for both terms. There are approximately 150 boys in the Club. Training takes place both in the school Sports Centre and at the Boathouse, on Wilsham Road - about a mile from the School. In the 6th Form, where a degree of specialization is deemed appropriate, a select squad of pupils train throughout the academic year. Boys are expected to participate on Saturdays.

We have a number of aims for the Club, at different levels. The 3rd year (J14) is an introductory year where we try to give everybody a fair chance to improve and to see if they like it. We compete in a number of 'friendlies' against other schools and later on in the year we compete at a variety of regattas, including The National Schools' Championships. The next few years through J15 and J16, time is spent developing 1st and 2nd Vllls which will compete at external regattas and National Championships. The 1st Vlll always competes at Henley Royal Regatta and have an enviable record at this event, winning the prestigious Princess Elizabeth Cup in 2002, 2011, 2012 and 2013. In 2012 the School repeated the success of 2002 in winning the triple. Since 1992 the School has participated in the Junior International scheme and boys have represented Great Britain each year.

We try to accommodate all abilities and levels of commitment to foster enjoyment of a great team sport.

We have an excellent timber boathouse, initiated, driven (and indeed partially built!) by parental support in 2003. We hope to maintain, and build on, our reputation as one of the most successful school boat clubs in the UK. There is a very active parents/friends supporters club, and a Boathouse Manager, who has responsibility for the maintenance of the boats and the boathouse. The candidate will liaise closely with his line-manager, the Director of Rowing, to ensure that the aims and objectives of the School are met.

More information about the boat club can be found in the relevant section of our website: www.abingdonschool.org.uk/boat_club



JOB SPECIFICATION

1. The exact role will be clearly defined when the strengths of the candidates are fully understood.
2. The School is seeking an enthusiastic coach who is prepared to learn and would be capable of working with and developing the skills of boys across all age groups.
3. They should have the experience to operate professionally and safely within a rowing environment.
4. There will be a significant commitment out of term time. The School traditionally travels abroad to Spain in October half-term, and to France for the pre-summer training camp at Easter. These are key opportunities to develop racing skills and firm up crews ahead of the summer racing calendar. The senior boys also train at other times during the school holidays and attend GB trials.
5. Acting as the ambassador for the School and the Boat Club to a variety of audiences, including boys, staff, parents and the public.
6. Supporting the Club so that it continues to be a successful and integrated part of the School.
7. Working with the Director of Rowing to ensure that the Club operates effectively. Perform coaching duties and Boathouse tasks, trailering as directed by the Director of Rowing.
8. Liaise with the Boathouse Manager, who has primary responsibility for the fabric and equipment associated with the Boat Club, including the boathouse itself, and act as an assistant in some of his daily tasks as defined by the Director of Rowing.
9. Compliance with the rules, codes and requirements of British Rowing.
10. Working within the Health and Safety Guidelines of the School and ensure risk assessments are adhered to.
11. Other duties as requested by the Director of Rowing.



PERSON SPECIFIC CRITERIA

Essential Qualities & Experience

- Excellent understanding of the principles and practice of coaching rowing with the practical experience to back that up
- Experience and knowledge of some of the administrative elements of a boat club
- Strong written and verbal communication skills
- Strong interpersonal skills with the ability to inspire both pupils and colleagues alike
- Ability to work as part of a team
- Determination to get the best out of every pupil
- The ability to coach and implement a strength and conditioning programme
- Excellent organisational abilities
- Evident passion for the sport
- An understanding of the place of rowing within the context of an academic school
- Some practical hands on experience and skills in boat maintenance, engine maintenance and general practical tasks
- 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

- Current or recent experience of coaching within a successful Club
- Possess the appropriate driving licence for towing and experience of towing would be a benefit, which is a D1 or B + E category on their licence

NOTES:

This post is being advertised due to the growth of the club and desire for continuing development both in terms of the coaching of the boys and the support provided by the Boathouse. Candidates interested in the post can contact the Director of Rowing, Mark Earnshaw at mark.earnshaw@abingdon.org.uk, in order to initiate an informal discussion.

This is a part time role on a 12 month fixed term basis to commence December 2017. The salary will be in the range of £15,000 - £18,000 per annum depending on experience and suitability. Single person accommodation and some boarding and tutoring duties may be available for an appropriate candidate.

HOW TO APPLY

If you would like to apply for this position you will need to register and apply on our recruitment portal via the following link: <https://vacanciesatabingdonschool.ciphr-irecruit.com>

Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application you will be required to upload a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role. This can be especially important if your circumstances are such that a significant pay change, career change or relocation is involved.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. For teaching staff it is important that you use this section of the application form to outline how you would contribute to Abingdon's 'Other Half' (extra-curricular) programme.

References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. **If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.** Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.

Shortlisted applicants for support posts are advised that references **may** be taken up prior to interview. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the Department for Education (DfE).

These checks include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS). A list of valid identity documents will be sent to you in advance of your interview.

In addition, we require evidence of the following:

Identity – passport or photocard driving licence

Address – document from Group 2b of the DBS List of Valid Identity Documents with current address

Right to Work in the UK – passport or full birth certificate

Qualifications - original documents confirming any educational and professional qualifications you refer to in your application

Overseas Checks – if you have worked or been resident overseas for three months or more in the previous five years please bring original copies of any overseas police checks that have already been completed

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary Skype interview.

Teaching Posts:

If you are invited to interview you will be required to teach a lesson which will be observed. You will be advised beforehand as to the lesson brief. You should expect to attend a number of interviews, tour the School and meet some colleagues.

Support Posts:

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Teaching check (if applicable);
- a Prohibition from Management check (if applicable);
- a Check of Teaching Restrictions imposed by the European Economic Area (EEA) (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

Safeguarding

All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school's safeguarding guidelines, which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures – available online at <http://www.oscb.org.uk>. The School's Safeguarding Policy can be found on the Abingdon School Website.

All new members of staff, including volunteers, agency workers and contractors are provided with the following documents and required to sign a declaration to confirm that they have read and understood them before they start work and at regular intervals thereafter:

- Keeping Children Safe in Education (Part One and Annex A)
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy

These documents include all the relevant information about safeguarding, KCSIE, codes of conduct, missing children policy and whistleblowing policy.

In addition, individuals appointed to work in an Early Years Foundation Stage (EYFS) setting are required to complete a 'Staff Disqualification Declaration' before they start work and on an annual basis.

Warning

Where a candidate is –

- found to be on the Barred List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concerns as to his/her suitability to work with children

the facts will be reported to the DBS and the Police and/or the Local Authority Designated Office (LADO) will be consulted. If the individual is a teacher, a referral may also be made to the National College of Teaching & Leadership (NCTL).

Queries

If you have any queries at all about the recruitment process please contact the Foundation's HR Department on 01235 849136 or recruitment@abingdon.org.uk.

Abingdon School is an Equal Opportunities employer.