



ABINGDON



JOB PACK

Duty Manager (Sports Centre or Tilsley Park)

Applications will be considered on receipt and suitable candidates invited for interview at the earliest opportunity.

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE
01235 521563 www.abingdon.org.uk



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 would play a pivotal role in supporting the school deliver the very best academic, pastoral and Other Half opportunities 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 1300 boys, currently 1050 at Abingdon School and 260 at Abingdon Preparatory School. Boarding houses are full with around 140 boarders and the sixth form has around 320 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 including a new Sixth Form Centre, library and Art department which followed the opening of a stunning Science Centre in 2015. New facilities for Economics and Business Studies and Computer Science are due to open in autumn 2020. We have also recently added to our extensive sport facilities at Tilsley Park and on the school campus which now offer some of the best sport resources in the area. The 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

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

Tel: +44 (0)1235 521563

Fax: +44 (0)1235 849079

www.abingdon.org.uk



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 or on a term time or term time plus basis. In some departments, there is a requirement that annual leave is taken during school holidays unless otherwise agreed with the relevant line manager.

Closure Days

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.

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 permanent* employees are eligible for a discount (of up to 50% for full-time staff, pro-rata for part-time staff) 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.

** Permanent employees are considered to be staff working under a contract of employment of a year's duration or more.*

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 2018 are 3% employee and 6% employer.

Private Healthcare

Staff are 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.





JOB DESCRIPTION

DUTY MANAGER

(Abingdon School Sports Centre or Tilsley Park)

REPORTING

The Duty Manager will report to the relevant facility manager.

KEY OBJECTIVES

- To ensure that the Sports Centres at Abingdon School and Tilsley Park operate to the best possible advantage of Abingdon School.
- To work closely with the other Duty Managers, the management team and all staff responsible for sporting activities.
- To keep the management team regularly and fully informed on any matters concerning the management and administration of the Centre.
- To support the Sport & Physical Education Department in achieving their aims and objectives, which are based on the principle of providing more opportunities to more pupils.
- To support Abingdon School Enterprises in achieving its aims and objectives, which are based on the principle of high quality sport and leisure activities on a commercial basis.

MAIN RESPONSIBILITIES

Premises

- To keep the management team regularly and fully informed of all events and eventualities.

Staffing

- To learn and implement COSHH and health and safety legislation.
- To work closely with other members of Sports Centre and Tilsley Park staff and PE department.
- To work flexibly, allowing cover for other members of the team.
- Duty Managers will be required to work on a rota basis from 6am to 10pm from Monday to Sunday.
- To ensure the Pool Safety Operating Procedures (PSOP) are followed by the team.

Bookings

- To learn and assist with our booking system.
- To ensure Reception is covered during public opening hours.

Operational

- To offer a first class and welcoming service to our customers at all times.
- To assist customers with all enquiries and go the extra mile.
- To ensure that all building systems (air conditioning, pool plant) are carefully controlled and monitored with due regard to prudent safety and comfort factors.
- To carry out regular checks of the facility to ensure it is clean and tidy and take appropriate action as required.
- Setting up of equipment and venues to meet the requirements of the service, promptly and efficiently.
- To work poolside as a Lifeguard as required.
- To utilise any relevant qualifications for the benefit of the service.

Administration

- To work closely with the management team in all operational matters and fulfil all responsibilities.
- To carry out administrative tasks to a high standard.
- To utilise IT and technology to enable ASE to operate efficiently and effectively.
- To offer backup as and when required to other members of the team.
- To follow the full range of operating procedures. These are to be constantly reviewed and updated whenever necessary.
- To ensure staffing levels meet business requirements.

Financial Management and Control

- Informing the Manager of low stock levels and ordering when required.
- Checking all goods and services are delivered as ordered, approving the delivery note and passing on to the Manager.
- To ensure all cashing up procedures are adhered to and all items are processed through the EPOS system.

PERSON SPECIFICATION

Essential

- Similar relevant experience
- Flexibility
- Personable with consistently excellent customer service skills
- NPLQ* (if not currently held, the individual will be required to obtain one within two months or as soon as is practicably possible at the School's expense)
- High level of competency in the use of Information Technology and Administration
- Willingness to attend training courses as required
- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people and all customers

Desirable

- Experience of delivering or organising children's activities
- Previous experience within the industry
- Professional qualifications (Sports/Leisure Management Qualification, CIMSPA or equivalent)
- Level 2 in Gym Fitness Instructor qualification and/or sports coaching qualifications
- Childcare or playwork qualifications

TRAINING REQUIREMENTS

The following mandatory training will be provided:

- COSHH Training
- Emergency First Aid at Work
- Equality & Diversity
- Fire Evacuation Procedure and Fire Panel Induction
- Fire Marshal
- Health & Safety Induction
- Legionella Awareness and Basic Principles of Legionella Control
- Manual Handling
- NPLQ
- Safeguarding Training (Triennial)

TERMS AND CONDITIONS

The salary range for this role is £20,400 to £22,440 per annum.

This is a full-time role working 40 hours per week. Duty Managers work as part of a team on a shift pattern and therefore some evening and weekend work will be necessary. Staff may be required to work at either Abingdon School Sports Centre or Tilsley Park.

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 ten 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 ten 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 [Keeping Children Safe in Education 2019](#), [Prevent 2015](#), [Working Together 2018](#) and the Department of Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures (these are available online at <http://www.oscb.org.uk> and also refer to <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>).

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 September 2019 (Part One and Annex A)
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy
- Data Protection Policy
- Equal Opportunities 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

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

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.