



RADLEY

**Leisure Assistant**  
**Radley College Sports Centre**

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

[www.radley.org.uk/employment/working-at-radley](http://www.radley.org.uk/employment/working-at-radley)

# Job Overview

Radley College Sports Centre is looking for energetic, motivated individuals who are committed to excellent customer care. Strong communication, organisational, and leadership skills are essential, along with a mature attitude and the ability to use initiative. While an NPLQ qualification is desirable, we welcome applicants willing to undertake the course.

## **Lifeguarding**

As a qualified lifeguard, you will be responsible for maintaining your certification by attending monthly training sessions. Your duties will include providing lifeguard cover for staff swimming sessions, Radley boys' swimming sessions, and private parties.

## **First Aid**

You will assist with first aid cover for the Sports Centre while on duty, ensuring the safety and wellbeing of all users.

## **Health & Safety**

Maintaining a safe environment is a key part of the role. This includes conducting routine pool water tests, monitoring all areas for potential hazards, and ensuring that external group bookings comply with Health & Safety regulations. Any accidents, incidents, near misses, or dangerous occurrences must be reported to the Head of Sports Centre.

## **Cleaning Tasks**

You will help maintain high standards of cleanliness throughout the Sports Centre. This includes carrying out cleaning tasks as needed and conducting regular checks of the changing rooms to ensure they remain presentable at all times.

## **Administration**

Your role will involve answering queries from boys, staff families, and the public, both in person and over the phone. Additionally, you will handle the receiving of payments and processing of receipts for Sports Centre bookings.



# About Radley College Sports Centre

Radley College Sports Centre is a welcoming and well-equipped facility in Oxfordshire. We pride ourselves on providing a friendly, inclusive, and judgment-free environment for all users. Our excellent facilities include a modern fitness suite, a dedicated weights room, a 25-metre swimming pool, squash courts, and a range of weekly workout classes. In addition to our fitness offerings, we provide swimming lessons and popular pool fun sessions during school holidays, making the Sports Centre a hub for both recreation and personal development.



## How to apply

Applications must be submitted via the link on the website recruitment page.

We encourage early application and reserve the right to appoint at any time. Closing date for applications is 12 noon, Wednesday 30 April 2025.

If you have any questions or would like to discuss the vacancy please email [sportscentre@radley.org.uk](mailto:sportscentre@radley.org.uk).

# Safeguarding

Safeguarding is at the heart of all we do in the school.

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 and Keeping Children Safe in Education and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. They will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

