



KING'S HOUSE SCHOOL
SPORTS GROUND

Assistant Enterprise Manager



The Role

The Assistant Enterprise Manager is responsible in assisting with the management, development, and promotion of the School's sports facilities, with a particular focus on tennis.

The role combines operational leadership, staff management, and commercial oversight with a strong emphasis on customer engagement and community participation.

The post holder will oversee coaches and support staff, coordinate programmes, camps, and events, and ensure facilities are maintained to the highest standards. They will also drive growth in membership and participation, develop new opportunities, and maintain strong relationships.

By delivering high-quality sports experiences, the role supports the School's wider mission of fostering excellence, wellbeing, and engagement for pupils, members, and the local community.

The ideal candidate is passionate about sport, particularly tennis, and demonstrates strong organisational skills, excellent customer service, and business management abilities - or is eager and able to learn these skills from others.

How to apply: please complete the application form on our website

<https://kingshouseschool.org/application-form/>

Closing Date: 27th March 2026

Start Date: ASAP

- Salary: £27,000 to £30,000 per annum, depending on experience.
 - Bonus scheme available upon completion of probation
- Hours: 40 hours a week, 5 days a week including a Saturday (with Sundays required on an adhoc basis - to be agreed in advance)
- Reporting to: Enterprise Manager
- Contract type: Full time, fixed term contract (one year) with the potential to become permanent.
- The role requires regular evenings and weekend working, with some flexibility in scheduling to accommodate operational needs.

We welcome early applications and will consider holding interviews before the closing date for strong candidates.





Job Description

Responsibilities

To include but not limited to:

Leadership & Management

- Support the Enterprise Manager in delivering business plans, budgets, and income targets.
- Lead on-site operations during weekends and in the absence of the Enterprises Manager.
- Work with the Enterprise Manager to review and develop sports programming

Tennis Operations - Development Project

- Manage tennis coaches, instructors, and support staff.
- Oversee/create tennis programmes, squads, and camps.
- Monitor participation levels and adapt programmes accordingly.
- Promote the tennis club locally to grow membership.
- Administer the court booking system (MyCourts) and liaise with the LTA.

This will initially start as a project but will form part of your day-to-day role at the Sports Ground.

Bookings & Commercial Delivery

- Help manage all bookings, scheduling, and sports programmes.
- Respond to changing demand to maximise participation and revenue.
- Support the development of new business opportunities.

Customer Experience

- Act as the one of the primary contacts for member and guest enquiries, feedback, and complaints.
- Build strong relationships with members, clubs, and teams to encourage retention.

Facilities & Site Management

- Liaise with the Head Groundsman on maintenance priorities.
- Work with the Estates and Facilities Manager to maintain high-quality facilities.
- Ensure health and safety compliance across all operations.

Administration & Compliance

- Work with HR and management to ensure staff compliance and safeguarding.
- Contribute to budget management.
- Oversee pro shop operations where applicable.
- Undertake other reasonable duties as directed by the Enterprise Manager.



Person Specification

The ideal candidate will have some or all of the following:

- Strong knowledge of tennis instruction, programming, and event coordination (desirable).
- Excellent leadership, communication, and organisational skills.
- Customer service-focused with the ability to manage relationships with members and staff.
- Strong IT Skills
- Experience with scheduling software, budgeting, and basic business operations.
- CPR and First Aid certification (or willingness to obtain).

The successful candidate would be expected to help generate income for the Sports Ground, from marketing and the managing tennis programmes. This can include, but not be limited to:

- Clubs
- Coaching
- Holiday Camps
- Programs

This role would suit a recent graduate from a Sports or Business Management degree

Safeguarding

King's House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Equal Opportunities Employer

King's House School is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity. Employment decisions throughout the school are made without regard to any status protected by law.

If you require any reasonable adjustments at any stage of the application process, please feel free to contact our HR Manager via email: towersey-veal.g@kingshouseschool.org or detail the adjustments in your application.





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