SHERBORNE SCHOOLS GROUP

SHERBORNE INTERNATIONAL

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2026.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

Sherborne International provides short academic courses throughout the Spring and Summer holidays for British and international boys and girls - aged 8-17 in Summer, and 11-18 in Spring. It specialises in teaching English as an Additional Language, subject support, revision, and preparation for UK schools, and provides an engaging and nurturing environment where students can quickly develop confidence and academic skills.

Sherborne Summer Courses are for students who are serious about studying but who also come to enjoy the very extensive range of activities and excursions and the caring, friendly atmosphere. We emphasise development for the individual through small class sizes (usually 8 students) and aim to give students a very positive and supportive learning experience.
These high-quality summer courses are organised and run by Sherborne International, part of Sherborne Schools Group.

JOB DESCRIPTION

Sherborne Schools Group Recruitment and Selection Policy Statement

Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

SPORTS COORDINATOR – SUMMER COURSE 2027 (temporary role)

Contract:

Temporary contract for a maximum of 6 weeks from 7 July to 18 August 2027. Compulsory training sessions will take place over 2 or 3 days between Sunday 4 and Tuesday 6 July.

Confirmed offers of employment are subject to the course being able to run and final student numbers.

Location:

You will be based on the Sherborne Prep campus or Sherborne Boys School campus.

Reporting to:

The Sports Coordinator is line managed by the Director of Short Courses but will work closely with all resident and non-resident house staff and may also take direction from the Compliance Operations Manager.

Remuneration/ Hours of Work/ Fixed Term Contract/ Holiday

£13.80 per hour, typically on a shift pattern of approximately 40 hours per week. Some flexibility may be required, on occasion, to meet the demands of the role.

Hours worked until approximately the 20th of the month will be paid in arrears on the last banking day of each month direct into a nominated UK bank account.

Lunch/dinner may be taken in the school dining room during working shifts (packed lunch will be provided whilst on excursions).

You are entitled to receive a paid holiday entitlement of 5.6 weeks per annum (pro rata), to be paid at the end of the fixed-term contract. In view of the requirements of the role, holiday leave cannot be taken during the period of the fixed-term contract.

Employment contracts for staff working on Summer Courses are for a fixed-term period of up to 6 weeks to provide staffing during these temporary courses. Contracts are not expected to extend past this point.

OUTLINE OF THE ROLE

The work of the non-residential and residential staff is to look after the students whenever they are not in class. **The Sports Coordinator is a member of the Pastoral Team. They make the welfare and well-being of the students their top priority in every aspect of their work. This includes compliance with health and safety requirements. Supervising and looking after the welfare of youngsters when they are in your care demands a high level of focus and responsibility.**

Working closely with resident and non-resident Summer School staff, the Sports Coordinator is required to perform the duties as listed below, and any other duty commensurate with the role and as directed by the Director of Short Courses:

CORE DUTIES*:*

- Arrange lunchtime supervision and gate duty, which might include taking ownership and covering these responsibilities directly.
- Periodically patrol Sherborne at lunchtimes, to ensure student behaviour is in line with expectations.
- Co-ordinate the searches for students who might be late back from lunch/missing from afternoon lessons.
- Take a lead role in organising the daily sporting activities, to include:
    - Managing the sign-up process for sporting activities (working with the house team to ensure they have the right lists in advance of their house meetings).
    - ensuring that suitable staff are allocated to the sporting activity and that they are correctly engaging with students/leading the activity.
    - ensuring that all sports activities are risk assessed, and that staff understand their role in maintaining a safe environment for the students (including ensuring students with allergies/health conditions have been considered).
    - taking feedback from staff and students to ensure suitable sporting options are on offer.
    - liaising with external activity providers (including Sherborne Sports Centre) to ensure that all necessary paperwork has been completed (e.g. student disclaimers);
    - carrying out spot checks to ensure we are receiving appropriate value from our providers and feed this back to the Director of Short Courses.
    - ensuring that, where appropriate, minibus drivers have been allocated to an activity and that they understand what is expected of them.
    - liaising with the Catering team to ensure students travelling offsite are fed appropriately.
    - rearranging activities depending on the weather.
    - ensuring that first aid kits and first aid qualified staff are in the right place and supporting the correct activities.
    - helping prepare for, and tidying up after, student sports and activities and looking after any equipment involved.
- Provide a high level of supervision and care of students at all times.
- Interact with students, engaging in friendly conversation and encouraging them to use English, motivate students to participate and get involved in activities.
- Look out for, comfort and inform residential house staff about students who may feel homesick, sad or unwell, or who face other problems or difficulties.
- Assist residential house staff on arrival and departure days in greeting and orienting arriving students and assisting departing students – arranging and supervising impromptu kick arounds/basketball matches when appropriate.

Training Requirement for Sports Coordinator – this list is not exhaustive, and you may be required to undertake other training as required by the School.

Training	When
There is a compulsory three-day induction (paid). Irrespective of the weeks worked, attendance on these days is required.	Sunday 4 July to Tuesday 6 July 2027
Safeguarding (Child Protection)	During induction days
Prevent Training	Online training module
Health and Safety Essentials	Online training module
GDPR in Education	Online training module
Allergy Awareness for Staff	Online training module
Training with Line Managers	Induction days and in daily meetings
First Aid Training may be offered before or during the employment	During induction days

PERSON SPECIFICATION

Personal attributes	**Essential**	**Desirable**
A friendly and approachable manner	x	
Energy, enthusiasm and commitment to the role	x	
A quick thinker, able to work independently and remain calm under pressure	x	
A desire and interest in working with young people	x	
A willingness to work as part of a team, and be able to work proactively	x	
Confident speaking in front of groups and taking the lead in challenging situations	x	
A keen interest in Sport/Physical Education	x	
Experience of working with young people		x
A knowledge and understanding of differing cultural values and issues		x
Experience writing risk assessments, or working within a risk-managed environment		x
Valid first aid qualification		x
Other duties required by all School staff	**Essential**	**Desirable**
Commitment to safeguarding and promoting the welfare of children and young people	x	
Always observe health and safety procedures and safe working practices	x	
Adhere to the Staff Code of Conduct as a representative of the School and comply with all School policies and procedures	**x**	
To comply with the requirements of the General Data Protection Regulation. It is the responsibility of all staff to protect data and to take all reasonable steps to ensure date are kept securely	x	
Undertake any other duties as required by the Director of Short Courses or your line manager, which are commensurate with the level of your post, to meet the changing needs and demands of the School	x	

Pension: Where eligible the post-holder will be automatically enrolled into the Pension Scheme, as per current legislation, on the first day of the month after completion of three months' service. Further details may be obtained from the Director of HR (Bursary).
For the avoidance of doubt; earnings under this additional contract will not be pensionable for existing Group Staff.

Probationary Period: In accordance with School policy, offers of appointment are subject to a probationary period of up to six months. All Summer course contracts are subject to a one-week notice period by either side.

Medical Self Declaration: The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.

DBS Disclosure (Police Check)/ References: As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

Postholder's Responsibility: You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding & Child Protection Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer).

Benefits

- Reduced membership of Sherborne Boys' Sports Centre
- Free onsite parking
- Breakfast, lunch and/or dinner when these are provided in the School dining hall when on shift

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

Method of Application:

To apply, please either use the Quick Apply button on TES or, alternatively, complete the Sherborne School Group Application form and return it to summer@sherborne.org

In the event of any queries, please contact:

Dave Shaw (Director of Short Courses), or
Sam Belgeonne (Compliance & Operations Manager)
Tel: 01935 814743
Email: summer@sherborne.org

The School reserves the right to interview candidates as applications are received (preferably face-to-face and on mutually agreed dates and times). Vacancies will be withdrawn as roles are filled.

Please state in your application your availability to attend interview in Sherborne - or let us know if you are only available for a remote interview