



A Career at St Edmund's College	
Sport & Boarding Assistant	
Job Description	
Reporting to:	Director of Sport, liaising with the Head of Boarding.
Hours:	Fixed term of one academic year 1st September 2026 to the 8th July 2027. There may be an opportunity to extend for a second year, following a successful first year in the post and considering any needs and requirements of the College. Term-time plus fixtures, school trips and Duke of Edinburgh (DofE) expeditions, which may fall over weekends, during term-time or over College holidays. If you are not needed during College holidays you do not need to be on-site, should you not wish to be and will be given reasonable notice when required. Required for Bank Holidays and prior to the start of terms and half terms to assist with the boarders' return.
Salary:	£17,340 gross per annum, paid over 11 months.
Accommodation:	Accommodation at the College to assist with the boarding duties within your role. Meals and laundry service are also included during term time.
Additional Benefits:	Meals, On-Site Laundry Service, during term time. CPD courses in boarding management and potential for sport based CPD (coaching/refereeing) depending on skill set and requirements of the PE/Games Department.
Time Requirements:	• Fulfil your timetable allocation during the working week (school hours are 8.40 – 4.30). • Saturday fixtures (these are usually in the morning but there may be some afternoon fixtures during the year). • Two weekday evening duties per week. • One weekend every 3-4 weeks doing boarding and activity duties. The other weekends you will have time off once Saturday fixtures are completed. • To accompany and take part in 2 Duke of Edinburgh expeditions during the academic year. (Dates will be communicated in advance and may overlap into the first few days of a school holiday.) • To be involved in airport duties on the last day and first day of each half-term. • Involvement in Prep School sports. Your working hours are during term-time, and you will enjoy time off during College holidays. If you are not needed during College holidays you do not need to be on site, should you not wish to be, and will be given reasonable notice when required.

	Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required. Sport • Support and lead, as required, in all Games and PE lessons, including the sporting activity programme in period 7. • Support and help run mid-week fixtures which maybe outside the school day. • Support and help run Saturday Fixtures (these are usually Saturday morning but may, on some occasions and with advanced warning, be during the afternoon). • The ability and willingness (with training and mentoring as required) to assist in the teaching, coaching and umpiring of Tennis, Hockey, Netball, Swimming, Rugby, Football, Cricket. • To assist where necessary with the delivery of lessons and running of fixtures in the Prep School. • The willingness to support the running and organisation of PE Coursework moderation days and Sport Scholarship Selection days. Boarding • Along with the teachers on duty with you in boarding, provide care and guidance for the students who live in the school grounds. This will include: ○ Supervision of prep ○ Running activities ○ Helping to supervise off-site trips ○ Provide ongoing pastoral care for those students in the House ○ For the right candidate, to act as a mentor for a small number of students
Safeguarding Responsibilities:	• The post will involve close contact with, and a high degree of responsibility for, children and young adults. The majority of this will be regulated activity. • All staff have the responsibility to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the College's policies and code of conduct
Other	• You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team, Director of Sport and the Head of Boarding.
	Telephone: 01920 824335 Email: hr@stedmundscollege.org

The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.

We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

