



Graduate Sports Assistant

(Hockey specialism)

CANDIDATE BRIEF



St John's School
LEATHERHEAD

About St John's



Thank you for your interest in St John's. We are proud of the outstanding work that our teaching and support staff do to create the vibrant, inclusive community which characterises our school. Working with us offers an opportunity to teach, grow, contribute and become part of a forward-thinking team. We look forward to welcoming an exceptional candidate to join us.

Alex Tate, The Head

St John's is a co-educational independent school for approximately 900 boys and girls aged 11 to 18. We are predominantly a day school (75% day, 25% boarding) with an innovative boarding offering which includes weekly, flexi and ad hoc options to create the best possible balance for busy families.

From the moment you step into St John's, you're met with a genuine sense of warmth and community. The blend of historic architecture and the vibrant energy of our staff and pupils creates an atmosphere that is both welcoming and inspiring, and a place in which to flourish.

Founded in 1851 to educate the sons of poor clergy, St John's has always been a forward-thinking school, evolving to meet the changing needs of the pupils we educate. As we celebrate 175 years of St John's, we are proud of our rich heritage and the generations of pupils, staff and families who have shaped the School's story. While the School has grown and adapted over time, our core values of courtesy, kindness, respect and tolerance remain at the heart of everything we do, providing a strong foundation for the future. Today, that commitment is reflected in our academic excellence and initiatives such as *The Quad: Life Skills* programme, which equips pupils with the skills, character and confidence to thrive in an ever-changing world.

Our mission is to create an environment that is kind, supportive and full of opportunity, that inspires and equips pupils to thrive now and in the future.

Interest from prospective families is strong and growing, with five applicants competing for every Year 7 (11+ Lower Third) and Year 9 (13+ Fourth Form) place. Our dedicated staff team ensures that class sizes remain small, allowing us to deliver an enriching learning experience for all our pupils. Pupils start their journey in Years 7 and 8 (Lower and Upper Third), as part of the Lower School. From Year 9 (Fourth Form) onwards, each pupil joins one of our boarding or day houses where they are cared for by a team of tutors and matrons, overseen by a Housemaster or Housemistress. The strong pastoral structure ensures every pupil is known, valued and supported as an individual. A truly rounded education is central to life at St John's. Pupils are encouraged to explore a rich array of co-curricular activities - from sport, music and drama to community service. We value the spiritual and moral insights that come from our founding Christian principles. Set in 50 acres of beautiful Surrey countryside, our campus is a short stroll into Leatherhead town centre and only 45 minutes by train from central London. With excellent transport links by road, rail and proximity to Heathrow and Gatwick airports, St John's is easily accessible. The campus is an impressive mix of mid-Victorian architecture and purpose-built contemporary additions. Our facilities are excellent - from the state-of-the-art Sports Centre to the high-quality IT infrastructure that supports a Bring Your Own Device (BYOD) policy. Every aspect of the School is designed to provide the best possible environment in which to learn and work.

Working at St John's



We believe there is no limit to what our pupils can achieve. Within our vibrant learning community, we encourage every pupil to work hard, aim high, support others, and have fun. Central to this ethos is our exceptional team of people who make up St John's staff, whose expertise, energy and commitment shape every aspect of school life. We invest, reward, support and develop our employees because attracting and retaining the very best people is key to our continued success.

***"St John's is a fun, fast-paced place to work.
It's full of energy and enthusiasm and no
two days are ever the same!"***

Our teaching staff are actively engaged in refining and innovating their teaching practices through regular CPD, peer observation and self-reflection. With small class sizes and outstanding support, our teachers set high standards that are reflected in excellent public examination results. We are firm believers that academic results are not the only measure of a successful education. Our holistic approach nurtures open-minded, thoughtful, confident and happy young people, ready to thrive in higher education and beyond.

***"St John's is a workplace that values collaboration
and creativity. It's a genuine caring community,
and where everyone is working towards
a common purpose."***

Our support staff are equally vital to the success of the School. From estates and operations to catering, IT, finance, HR and pastoral care, they are highly skilled professionals whose expertise allows the School to function effectively across aspects of school life.

Employee benefits



Professional reward and development

We recognise the expertise of our staff and aim to create an inspiring environment in which you can work to your full potential and develop your career:

- A competitive remuneration package with additional allowances for extra responsibilities
- Pension - the School offers a defined pension contribution scheme with an employer contribution of 8%
- A comprehensive induction and CPD programme for all levels of staff
- Regular appraisals to reflect on professional practice and developmental opportunities
- Full commitment to the induction and training of ECTs, providing excellent support and ongoing training and support with teacher training for unqualified teachers
- A comprehensive INSET programme delivering high quality seminars, shared good practice, first aid training and insights from expert external speakers
- High quality IT facilities, hardware and software
- Well-resourced departments.

Rewards and perks

To make everyday life just that bit easier, we are continually developing the variety of rewards, discounts and perks that we offer our staff:

- A discount on school fees for staff children who satisfy the admissions criteria following successful completion of probationary period (proportionally reduced for part time members of staff).
- A holiday buy-back scheme and sabbatical opportunity
- Cycle to Work Scheme
- Limited car parking available on-site
- Microsoft 365 for up to five personal devices
- Interest free school loan
- Access to discounts at popular retailers
- Discounts are also available at local businesses such as Nuffield Health in Leatherhead.

Health and wellbeing

Your health and wellbeing is important to us and we encourage our staff to make use of the services offered to help you live and work healthily and happily:

- Family friendly policies including flexible working, enhanced maternity and paternity pay
- We offer a Group Health Cash Plan
- A fun, free weekly bootcamp to get fit in an encouraging, motivating environment
- Use of the School's Sports Centre and outstanding sports facilities, including the swimming pool, at agreed times
- Free confidential advice line provided by DAS which provides advice and support on professional or personal matters
- During term time, our excellent catering provision offers meals and refreshments
- Free flu vaccinations
- Yearly eyesight tests
- Access to a range of wellbeing initiatives.

Community and environment

This is a stimulating, welcoming community where colleagues build supportive professional relationships and friendships:

- A supportive network of experienced Heads of Department, Senior House Staff and the Senior Management Team
- Highly skilled support and academic staff who, together, are integral to the successful running of the School
- As part of the staff community you can take part in enjoyable social events, sports activities and more...
- A beautiful environment which combines well-maintained historic buildings with state-of-the-art facilities
- Many parts of our beautiful and flexible school site are available to hire at a discounted rate for staff
- For eligible staff, accommodation within walking distance to St John's may be available.

The Role



The Graduate Sports Assistant is responsible for assisting with games sessions, whether through coaching or refereeing as well as the wider co-curricular life of the school. They will be expected to commit to the daily life of the school, including fixtures/events during the weekend.

Accountability

The Graduate Sports Assistant reports to the Deputy Head (Co-Curricular and Logistics) via the Director of Sport.

Key responsibilities

Main responsibilities

- Coach Lower School games as required.
- Coach Senior School games as required.
- Host additional sessions for prospective pupils.
- Assisting in girls' and boys' sports including rugby, football, netball, hockey, cricket and athletics – including refereeing and umpiring matches as appropriate.
- Provide additional support as required to all pupils ranging from recreational athletes to the higher performers.
- Involvement in the sports scholarship programme.
- Data collection, video analysis and individual pupil feedback as directed by the Director of Sport.
- Sports Department administration duties as required by the Sports Administrator.
- Setting up equipment in advance of sessions as directed by the Directors of each sport as necessary.
- Supporting the Sports Department in the hosting of fixtures/tournaments.
- Maintaining sports equipment in good order.
- Assist with touring pre-season and touring programme. ***Contractual days to include up to 4 days ahead of each term for pre-season and 3 day summer sports camp (July 2026 date to be confirmed).**

Wider co-curricular and school life:

- Support co-curricular aspects (performing arts/CCF etc) with administrative and supervisory tasks as required.
- Support co-curricular events where appropriate.
- Utilised as part of the School cover and duty requirements as necessary.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety.
- Opportunities to be involved in tutoring and/boarding duties.

NB This list is not exhaustive and may be amended according to the needs of the School. In addition, you may also be expected to assist with any other duties as may be reasonably required from time to time.



The Candidate



Experience and skills

- Candidates will be required to have played hockey to a strong club level or above, with coaching experience in one or both of these sports being highly desirable. A specialism in hockey is essential, and the successful candidate will play an important role in supporting and developing these programmes within the School's games provision.
- Coaching experience in a range of sports is desirable – to include at least two sports (rugby, football, netball, hockey or cricket) with a specialism in one of these sports being essential.
- Experience of being involved within the co-curricular side of school life is desirable.
- Competency in the use of ICT is desirable.
- First Aid trained or willing to undertake training
- Excellent speaking and listening skills
- Clear and accurate written communication skills.

Personal attributes and qualifications

- Flexibility, adaptability and a willingness to undertake additional duties and responsibilities are all essential.
- Excellent interpersonal skills to deal with a range of people fairly and with respect
- A proactive and positive approach to School life
- The ability to work well with initiative and to work with others as part of a team is essential.
- Willingness to participate fully in a busy department and School
- The ability to work effectively in a team
- An understanding of the importance of developing appropriate working relationships with young people, with the ability to define boundaries
- Enthusiasm, hard-working and reliable.

CONDITIONS OF SERVICE

40 hours per week (including fixtures/events at weekends)

The role is approximately 40 hours per week, term time including inset days. Hours will be worked across 5 days, Monday to Saturday, with the equivalent of one day off per week (to be confirmed on timetable allocation). The role requires flexibility in working hours, including early mornings and evenings. There may be opportunities to be involved in boarding duties; however, any additional hours undertaken in this capacity will fall outside the contracted Sports Graduate hours. The postholder will also be expected to assist with Saturday sports (home and away fixtures) and any other School trips as required.

Salary: The post is remunerated at £2,000 gross per month (includes living out allowance) will be paid for the duration of the fixed term period until June 2027. This payment is inclusive of holiday entitlement and an unpaid lunch break of one hour per day.

The placement duration is normally for one academic year, however, subject to academic qualifications of the candidate, the academic requirements of the School, and completion of the PGCE application process, there may be the possibility to extend for a further year, with PGCE placement support for 2027/2028.

There is a probationary period of three months and the appointment is subject to satisfactory references and clearance by the Disclosure and Barring Service. All staff are entitled to membership of the School's Group Personal Pension Plan. Staff are permitted to use the facilities on site (such as the swimming pool, tennis courts and Library) at times which do not conflict with the School's requirements and within the School rules. Meals are provided during term time.

The School is a non-smoking environment.

Child Protection



St John's School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at St John's. The post holder's responsibility will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead .

Health & Safety at St John's School

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at St John's are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow St John's policies and procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at St John's School

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website.

Staff Conduct

Colleagues at St John's are expected to adopt high standards of personal conduct in order to maintain the confidence and respect of all those with whom, and for whom, they work and must abide by the Staff Conduct Policy at all times.

The Selection Process



How to apply

Please complete an application form and equal opportunities monitoring form (available to download from www.stjohnsleatherhead.co.uk/about-us/careers-at-st-johns/current-vacancies/) and provide a letter supporting your application addressed to:

Karen Perkins, Deputy Head of People & Culture

Closing date: 9.00am, Friday 18 September 2026

Interviews will be held : w/c 21 September 2026

We reserve the right to appoint at any time in the recruitment process and therefore invite interested candidates to apply as soon as possible..

St John's recognises the importance of attracting candidates from the widest possible sources in order to secure the range of skills and experience within our staff team.

Completed applications should be sent to St John's School via email to recruitment@stjohns.surrey.sch.uk or online via our [website](#).

Further enquiries about this position or application process

Karen Perkins, Deputy Head of People & Culture

recruitment@stjohns.surrey.sch.uk

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