OUNDLE
School

Padel Club Manager

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

About the role

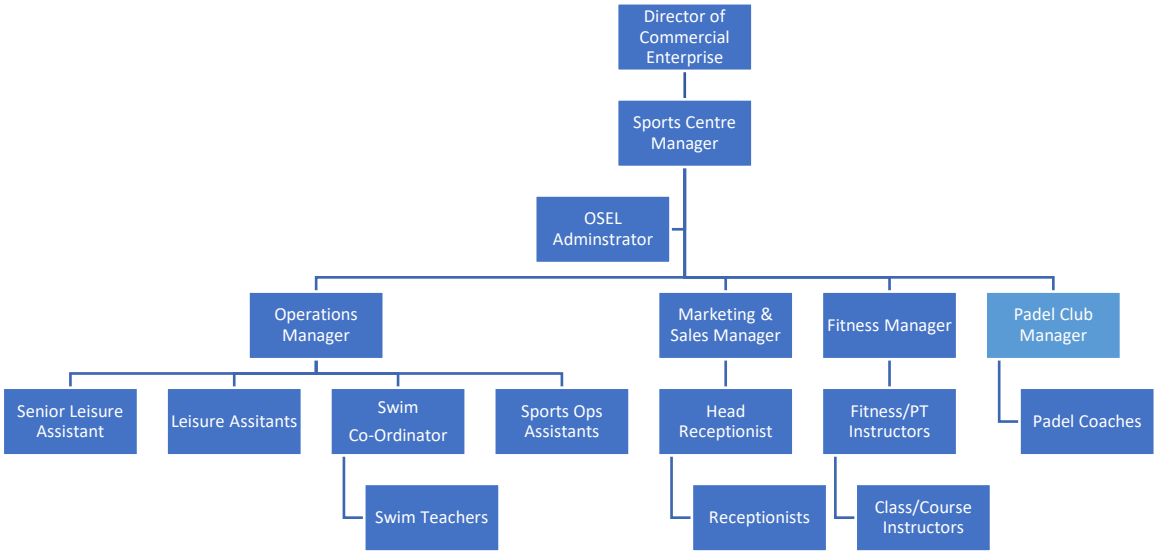
The Padel Club Manager will lead the growth and development of padel at Oundle School Sports Centre, creating an engaging, welcoming, and high-quality player experience for competitive players, members and casual users alike. The Padel Club Manager will be accountable for coaching revenue, workshop participation, membership growth, customer satisfaction, court utilisation, and the management of the padel coaching team.

About the department

As well as providing new and improved facilities for the School's pupils, the Sports Centre facility has been designed to allow increased access to local residents, sports clubs and schools. It includes a large sports hall, 50m swimming pool, 50 station fitness suite, multiple dance studios and café. The new centre also hosts the School's match-day entertainment for visiting school teams.

The School is eager to develop and prioritise the Padel Centre as a successful commercial enterprise and will accommodate the educational and social needs of pupils within the programme. The Centre is managed by the School's trading company on a commercial basis. Critical to the success of the Centre is a commercially targeted and client focused staff team. Staff readily accept the responsibility of representing the School and Enterprise company in the local community.

Working within the Sports Centre team, the role holder will report to the Sports Centre Manager.



The successful candidate will help establish Oundle as a leading regional padel destination, delivering opportunities for beginners, families, juniors, competitive players, corporate groups, and active older adults while supporting the commercial objectives of the Sports Centre.

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive but highlight the main tasks.

Key Responsibilities

- Recruit, onboard, manage, mentor, and evaluate casual coaching staff; oversee coaching standards, staffing rotas, and timetable optimisation.
- Maintain all required first aid, coaching and compliance qualifications.
- Promote safe play responsible equipment use, and a positive participant experience at all time.
- Ensure all activities are delivered in accordance with Governing Body guidance, operating procedures, risks assessments and health and safety policies.

Programme and Community Development

- Create, deliver, and continuously improve a year-round programme of coaching, workshops, leagues, socials, tournaments, camps, and events that maximises participation, community engagement, and court utilisation.
- Work closely with the Sales and Marketing Manager to develop innovative programming and initiatives that appeal to key audiences including families, juniors, corporate groups, competitive players, and active older adults.
- Contribute to annual budgeting, programme forecasting, utilisation targets, and financial performance objectives.

- Foster a welcoming, inclusive club culture; act as an ambassador for Oundle Padel and encourage participation across memberships, coaching, leagues, socials, and tournaments.

Membership Growth and Retention

- Promote membership sales and benefits through coaching, events, inductions, referral schemes, welcome sessions, and introductory programmes.
- Build strong relationships with members and visitors to support retention, loyalty, and long-term engagement.
- Support new member onboarding into coaching programmes, leagues, tournaments, events, and wider club activities.

Events and Competition Management

- Plan, organise, and deliver leagues, tournaments, social events, corporate leagues, family events, seasonal festivals, themed events, and flagship competitions.
- Manage all aspects of tournament delivery including scheduling, draws, communications, results, presentations, and participant experience.
- Collaborate with internal teams and external partners to deliver high-quality event experiences.

Court and Facility Operations

- Conduct routine inspections of courts, equipment, and surrounding facilities to ensure a safe, clean, professional, and welcoming environment.
- Monitor court condition, lighting, fencing, nets, gates, and equipment; undertake minor maintenance tasks and report repair requirements promptly.
- Manage coaching equipment inventory, storage, replacement, and procurement.

Customer Service and Commercial Performance

- Deliver exceptional customer service; respond to enquiries relating to coaching, memberships, programmes, events, and facility usage.
- Drive coaching participation, private lesson revenue, membership growth, retail sales, corporate bookings, and overall court utilisation.
- Develop relationships with corporate clients, local schools, businesses, and community organisations to generate new participation opportunities.
- Monitor participation data, programme performance, customer feedback, and key performance indicators to support continuous improvement.

Marketing and Promotion

- Work in partnership with the Sales and Marketing Manager to develop and support strategic marketing plans that drive awareness, participation, memberships, coaching bookings, events, and court utilisation.
- Contribute content including photography, video, testimonials, success stories, and promotional ideas; support launch activities, membership campaigns, open days, festivals, and community outreach initiatives.

- Represent Oundle Padel as a visible and enthusiastic ambassador within the Sports Centre and wider community.

Other Responsibilities

- Ensure the appropriate Personal Protective Equipment is worn/used in accordance with the School's guidance and expectations in this area.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex A.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
LTA Level 2 Padel Instructor or FIP qualification		✓
A current full valid UK driving license, with no more than six points	✓	
GCSE English Grade D or above, or equivalent qualification, or equivalent ability displayed	✓	
Degree or qualification in Sports Coaching, Business or relevant field		✓
A nationally recognised First Aid qualification	✓	
Competencies, Skills & Experience	**Essential**	**Desirable**
Experience managing a coaching programme or sports club	✓	
Strong customer service and interpersonal skills	✓	
Experience organising sporting events or competitions	✓	
Ability to work independently and manage competing priorities	✓	
Excellent communication and relationship-building skills	✓	
Experience delivering group and individual coaching		✓
Experience supervising coaches or instructors		✓
Knowledge of leisure centre operations		✓
Experience in membership sales and retention		✓
Tournament Director or competition management experience		✓
Community engagement experience		✓
Experience working with juniors and school programmes		✓
Personal qualities	**Essential**	
Well organised and capable of prioritising own workload	✓	
Responsible, honest and reliable	✓	
A positive and flexible approach towards customer service	✓	
Courteous and understanding approach	✓	
Ability to work alone and as part of a team	✓	
Remains calm under pressure	✓	

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a five-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- Start date: January/February 2027 and upon completion of pre-employment checks (typically 4-6 weeks), and dependent on notice period.
- Contract: Permanent
- Working weeks: 52 weeks
- Hours of work: You will work an average of 40 hours per week. The days and hours worked will be flexible as required to meet the needs of the role. Weekend and evening work will be required. All meal breaks are non-working hours and unpaid.
- Salary: £40,490 with opportunity for performance related increase after year one.
- Holidays: 24 days' paid holiday in each complete holiday year, plus eight public holidays. This is pro-rata for part-time staff.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Closing date for applications is **9am on Friday 11 December 2026**

Stage one interviews to be held week commencing 14 November 2026

If you have any questions about the role, please email opportunities@oundleschool.org.uk or call 01832 277193