

St George's School
Harpenden

Application Pack for Candidate

Sports Centre & Lettings Duty Manager

Full-time/Part-time

Evenings and weekends hours required



Outstanding in all areas - *Ofsted (March 2025)*

Outstanding in boarding provision - *Ofsted (September 2023)*



About St George's Lettings



St George's School is a large, day and boarding school occupying an attractive open site in Harpenden, Hertfordshire.

Our facilities include a Sports Centre, Fitness Suite, Gymnasium, Drama Studio, Assembly Hall, Old Library, Chapel, Boarding Houses, meeting and class rooms, as well as Rugby, Lacrosse and Cricket pitches.

Our main facilities are available to hire on both weeknights and weekends and throughout school holidays. Our Boarding Houses are available to hire during the school holidays on a fully catered basis. We are also able to provide catering for our hirers on request.

Further information about our Lettings activities can be found via:

www.stgeorges.herts.sch.uk/lettings



About the Role



We are looking for a professional, friendly and flexible person to facilitate day-to-day operation of all Sports Centre and Lettings activities.

Ideally we are seeking someone to work full time (37 hours per week), however **part-time hours could be accommodated for the right candidate**. If you would like to apply this position on a part-time basis, please state your availability on your application.

You will be required to **work across the whole year (52 weeks per year)** covering school holidays. The postholder is required to work **evenings** and **weekends** on a rota basis, with the possibility to work overtime to cover holidays.

The ideal candidate will be proactive, possess strong customer service skills and have the knowledge and experience of setting up sports equipment. Please refer to the **job description** document for details of the role.



About the Role



Contract: Permanent, Full-time / Part-time

Grade: H5

Salary: Full-time Equivalent Salary from £27,254 to £29,540 per annum, plus annual outer fringe allowance of £729. Part-time salary will be pro-rata'd accordingly.

Hours: Full-time hours up to 37 hours per week with rotating shift pattern; 52 weeks per year

The postholder is required to work **evenings** and **weekends** on a rota basis, with the possibility to work overtime to cover holidays.

The core working hours are as follows, with flexibility during the school holidays:

- Monday to Friday: 3:00 pm - 10:00 pm
- Saturday: 8:00 am - 5:30 pm
- Sunday: 8:00 am - 10:00 pm

Start Date: August 2026 - subject to satisfactory pre-employment checks

