

Warwick Schools Foundation

Information for Applicants

Kingsley Sports Facilities Supervisor

To start: January 2026

Welcome from the Foundation Principal



Thank you for the interest you have shown in the role of Kingsley Sports Facilities Supervisor

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint a Sports Centre Facilities Supervisor to help a busy and thriving Leisure Department at The Kingsley School.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)
Foundation Principal



Warwick Schools Foundation

About Warwick Schools Foundation

Warwick Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils while being an exceptional place to work and the first choice for those seeking independent education for their children.

Our historic schools are Warwick Junior School and Warwick School, which operate as a through-school for boys, and Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep.

These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In 2021 we welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school, and has recently extended its educational provision to boys as well as girls from 5-18.

In September 2026, we are excited to open the doors to our brand new day nursery – Kingsley Explorers, which will, for the first time, extend the Foundation's provision to year-round for children as young as six months old.



More information about the schools may be found on their websites:

www.warwickschool.org

www.warwickprep.com

www.kingshighwarwick.co.uk

www.thekingsleyschool.co.uk

More information on the Foundation can be found at:

www.warwickschoolsfoundation.co.uk

The Foundation is an active membership of the following associations:

- AGBIS
- IAPS
- GSA
- ISA
- IDPE
- ISB
- HMC

Warwick Schools Foundation

Organisational Structure

Warwick Schools Foundation, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

'To advance education by carrying on in or near Warwick, day and boarding schools for boys and girls.'

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson. He is supported by the Foundation Bursar, Mrs Victoria Espley, who acts as Chief Operating Officer for the Charity.

This role will report to Sports Centre Operations Manager.







Warwick Schools Foundation

Our Facilities

Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resouce Centre, a modern and completely refurbished gym and a beautiful garden.





Job Description

Post Title:
Kingsley Sports Facilities Supervisor

Hours of Work:
Casual Evenings and Weekends

Salary range
£13.76 plus £2.34 holiday pay, totalling £16.10 per hour

Location
On Site

Start Date

January 2027

Reporting Lines
The post holder will report to the Sports Centre Operations Manager.

Purpose of this Job Description
The Foundation considers this document as a "snapshot" of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Job Summary:

We are seeking a dedicated and experienced Sports Facilities Supervisor to independently oversee the management and upkeep of our sports pavilion courts and fields at the Kingsley site. The ideal candidate will ensure the facilities are safe, clean, and well-prepared for hires, teams, and events. You will assume keyholder responsibilities, ensuring the security of the facilities, and will be responsible for day-to-day operations, working alone during evenings and weekends.

Responsibilities

Field/Court Preparation: Ensure that all playing surfaces are appropriately prepared for sports activities, including goal setup, and that the area is cleared of any hazards, debris and litter

Health & Safety: Monitor and ensure compliance with health and safety regulations. Regularly inspect fields and facilities for safety concerns, ensuring they are free from obstacles or damage.

Scheduling & Coordination: Serve as the primary contact for day matches, training sessions, and events.

Reporting & Documentation: Keep accurate records of field usage, safety checks, equipment inventories, and any incidents or maintenance requests. Report significant issues to management as needed.

Customer Service: Serve as the primary point of contact for coaches, athletes, and event organisers. Provide excellent customer service and address any concerns related to the use of the grounds and facilities. Liaise with sports teams, schools, and external organisations to ensure the fields are used effectively and efficiently.

Lone Working: Work independently during evenings and weekends. Ensure that safety protocols are followed when working alone onsite, including securing the premises, handling emergencies, administering first aid, and ensuring that all activities comply with relevant health and safety regulations.

Cleaning and Upkeep: Ensure that the sports pavilion and other facilities are clean and well maintained. This includes regular cleaning of public areas and any shared spaces. Following the cleaning schedule. The sports pavilion and other facilities are kept clean and well maintained

Compliance:

- Ensure that health and safety regulations are consistently followed, and that all activities on the premises comply with relevant legal and organisational standards.
- To undertake any other reasonable request or duties as required by the Manager, Assistant Sports Centre Manager and Director of Hospitality and Leisure.
- To undertake any other reasonable request or duties as required by the Director of Sport and Physical Education.
- To promote equality and diversity in working practices and to maintain positive working relationships.

Job Description

Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Health and Safety

As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.



Person Specification

	Essential	Desirable
Qualifications	• Competent English Language skills • First Aid at Work • Basic key skills	Management Qualification, Diploma or sportsrelated degree.
Experience/Knowledge	• Previous supervisory role within the leisure industry, school or similar • Experience working in a leisure environment or a similar setting. • Experience in event coordination or leisure facility management. • Knowledge of sports equipment maintenance and facility repair. • Good knowledge and understanding of the health and safety requirements within a leisure environment	• Previous Duty Manager/Supervisory role within the Leisure Industry.
Skills/Abilities	• Exceptional English language and communication skills, both verbal and written. • Proven ability to resolve customer enquiries and complaints efficiently and professionally. • Strong organisational skills, with the ability to plan and prioritise workload effectively.	
Personal attributes	• Adaptability: Able to work flexible hours, including unsociable shifts, to meet operational needs. • Customer-focused: Consistently demonstrates a proactive and helpful attitude, prioritising customer needs and effectively managing complaints. • Self-motivation: Confident in taking initiative and working independently while maintaining high motivation. • Reliability: Dependable and punctual, with a strong sense of responsibility. • Professional Appearance: Maintains the highest standards of personal presentation and grooming. • Commitment to Development: Willing to learn, grow, and contribute to various tasks within a dynamic leisure environment. • Interpersonal Skills: Possesses a pleasant demeanour and can collaborate effectively with colleagues.	

Person Specification

Safeguarding Children, Young People and Vulnerable Adults	• Understands their role in the context of safeguarding children, young people, and vulnerable adults • Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Equal Opportunities	• Understanding of the requirements of Equality and Diversity	

Further Details

Working hours: Casual as and when needed, evenings and weekends

Working weeks: All year round

Pay Banding: £13.76 plus £2.34 holiday pay, totalling £16.10 per hour

Other benefits:

- Competitive contributory pension scheme (employee contributions matched by employer contributions up to 14%).
- Employee Assistance Programme.
- Life Assurance benefits.
- A virtual GP and Physio service.
- Access to a wide range of retail discounts.
- Use of the Sports Complex for staff.
- A strong, supportive staff community.

Appointment Method
An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion
The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



Appointment Timetable

Deadline for submission: 8th January, may close earlier if suitable applicant found

Interview date: To be confirmed with successful candidates

Warwick Schools Foundation

Warwick
Schools
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Warwick Independent Schools Foundation, a registered charity, number 1088057
A company limited by guarantee; Registered in England; company number 4252305
Registered office: Warwick School, Myton Road, Warwick CV34 6PP