



Graduate Sports Assistant **Full-time, Fixed-Term, Term-Time Only Contract** **Sports Department**

Whitgift is a leading independent day and boarding school for boys, with approximately 1500 pupils including over one hundred boarding pupils and flexi boarding pupils. It is set in an attractive 48-acre parkland site in South Croydon enjoying excellent links to London, Surrey and the south coast.

Sport at Whitgift

Sport is a central pillar of life at Whitgift, contributing significantly to the all-round development of pupils. While the School is recognised for its academic excellence, many boys are drawn by the breadth and quality of sporting opportunities available.

The ethos of the Sports Department is built on encouraging every pupil to reach their personal best, regardless of their starting point. This inclusive yet aspirational approach results in extensive pupil involvement and a high standard across a wide range of sports, with many of the most talented students progressing to professional or elite-level competition.

Physical Education is delivered to all pupils from Lower First (Year 6) to Fifth (Year 11), with schemes of work designed to promote skill development, participation, and enjoyment. Pupils in Years 10 and 11 follow the iGCSE PE syllabus, with excellent outcomes—approximately 60 boys took the qualification last year, and the number continues to grow annually. In the Sixth Form, students can pursue A Level Physical Education, with consistently strong academic results. A significant number of leavers go on to study Sport Science or related disciplines at top universities.

Led by the Director of Sport, the department comprises 36 full-time staff alongside a team of specialist coaches. The School maintains strong partnerships with leading professional clubs and organisations, including Harlequins RFC, Wimbledon HC, Surrey CCC, Chelsea FC, and Crystal Palace FC. These relationships both enrich the school's sporting culture and reflect the success of Whitgift's athletes at the highest levels. Whitgift's sporting infrastructure is outstanding. The Sports and Conference Centre includes a state-of-the-art, 8-lane variable-depth swimming pool, a double sports hall, a multi-purpose hall, four squash courts, two expansive fitness suites, and three classrooms. The school also has extensive on-site playing fields and an all-weather AstroTurf pitch.

A full calendar of sporting fixtures, festivals, and overseas tours complements the school year, with sport playing a key role in Whitgift's culture and identity. The strength of the programme also attracts a large number of scholarship candidates annually, and generous funding supports the continued development of sport throughout the school.

OUTLINE OF POST:

We are offering a fantastic opportunity for a Graduate Sports Assistant to join us for a one-year contract (1 September 2026 to 31 August 2027). Our Sports Graduate will ideally offer a sports specialism but be highly versatile in skill and can coach at a high level. Expertise in one of our core sports (rugby, hockey, football, cricket) would be an advantage, but all applications will be considered.

The Graduate Sports Assistant will report to the Director of Sport.

The successful candidate will be expected to:

- Assist in running and coaching sports teams throughout the year
- Officiate fixtures, both weekday, weekends and occasionally out of term time
- Assist PE staff members with the delivery of lessons & Games
- Assist with the implementation of the IGCSE course
- Assist with PE and Games administration
- Assist Form Tutors
- Supervision of boarders at School, acting as the second adult in rotation with others; this will also involve a rotation of overnight supervision.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff to share this commitment.

To comply with the Whitgift Equal Opportunities policy and to ensure positive relationships are upheld within the school community, through effective communication, in line with professional norms.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will usually be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION:

Essential

- Sports Science or sports related degree or equivalent
- Educated to 'A' Level or equivalent.
- Excellent verbal and written communication skills.
- Experience of a range of sports and an ability to assist with coaching.
- Some previous experience of working with children or young adults.
- Ability to supervise pupils under direction of the sports staff.
- Knowledge of relevant sports Health and Safety legislation.
- Reasonable level of fitness to accommodate manual handling duties.
- A reasonable standard of administrative skills and IT literacy.
- Smart and presentable appearance.
- Flexibility, adaptability and a 'can do' attitude.

FURTHER INFORMATION

All our staff benefit from a competitive remuneration package, including:

- A Pension Scheme (with Life Assurance cover)
- Free access to an Employee discount Club
- Discounted school fees for the Foundation Schools (permanent posts only)
- Access to our onsite gym (available at select hours) and our swimming pool (when available, access is extended to staff)
- Membership with BUPA
- Onsite parking, when available
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

This position is offered as a full-time, term-time only, fixed-term contract from 1 September 2026 to 31 August 2027.

During school term, the successful candidate will normally work all school hours while the school is in session. They may also be required to work at other times, including during school holidays, at weekends, and before or after the School's normal starting and finishing times, where reasonably necessary for the proper performance of their duties and subject to reasonable notice wherever practicable, in the reasonable opinion of the Head.

Where additional hours are worked outside the normal working hours, Time Off in Lieu (TOIL), normally to be taken during the school holidays, may be granted at the school's discretion, subject to operational requirements, rather than additional payment.

The salary for this post will be at Point 14 of the John Whitgift Foundation Support Staff Pay Scale. This is currently £29,475 gross pay per annum (full-time, full year equivalent). This equates to £23,580 gross pay per annum (pro rata to 41.6 weeks, term-time only and including 5 weeks' holiday pay).

Accommodation will usually be offered, with minimal boarding duties required. Meals are available on-site during term-time.

APPLICATION INFORMATION

We welcome applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or email the Human Resources Department at SchoolHR@whitgift.co.uk.

We invite interested candidates to apply as soon as possible as applications will be reviewed on a daily basis, and interviews may take place at any time. This vacancy may close earlier than the stated deadline if sufficient applications are received, so early submission is encouraged.

In line with Home Office requirements under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to demonstrate their right to work in the UK by presenting original documents

evidencing their identity and eligibility to work in person. Right to work checks may also be completed using the Home Office online right to work checking service (share code).

The School also requires sight of original qualification and professional membership documents as detailed in the application.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks. It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.

All roles within the school involve contact with children and are therefore classed as regulated activity. Child protection and safeguarding are the responsibility of everyone who works or volunteers in our school. All staff must be committed to providing a safe environment for children and supporting the school's safeguarding ethos.

The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to declare all convictions and cautions, even those that are "spent" unless they are "protected" under the DBS filtering rules, to assess suitability to work with children. Shortlisted candidates will be asked to disclose information relevant to safeguarding prior to interview.

April 2026