



QUEEN ANNE'S
CAVERSHAM

Sports Graduate
September 2026



The Role

Post Title: Sports Graduate

Reporting to: Director of Sport

Fixed term contract: September 2026 - July 2027

Job Description

The Sports Graduate role is an exciting opportunity for an enthusiastic graduate looking to develop professional experience within an independent school. Working closely with the Director of Sport and the PE department, the postholder will be actively involved in coaching, fixture preparation, officiating and departmental administration.

Role Profile

This role does not need to carry any boarding house responsibility, but there is the possibility of being involved if accommodation is required. It is designed specifically to support the sporting life of the school and to give the postholder genuine, hands-on experience of sport within an ambitious all-girls environment.

The position will suit applicants with experience or a strong interest in swimming, netball, lacrosse, tennis or cricket.

Main Duties

Coaching and delivery

- Assist in the planning and delivery of PE lessons and games sessions across year groups, under the direction of qualified teaching staff
- Lead and support coaching sessions in the major sports including Swimming, Netball, Lacrosse, Tennis and Cricket
- Support the co-curricular sports programme, including lunchtime clubs, after-school training and enrichment activities
- Help students develop technical skills, tactical awareness and a love of sport
- Support the development of junior and development squads
- Act as a positive role model, demonstrating the school's values through sport

Fixtures and match preparation

- Assist with the organisation and logistical preparation for inter-school fixtures, including kit, equipment and match day administration
- Accompany teams to fixtures as required, supporting the lead teacher for that sport, and coach and manage a team on match days, as well as during practices
- Help coordinate match day duties including warm-up supervision, timekeeping and scorekeeping
- Liaise with visiting schools to confirm fixture arrangements where directed
- Maintain accurate fixture records and results –
- Prepare and set up facilities and equipment for fixtures and training

Umpiring and Officiating

- Umpire or referee internal and inter-school fixtures, particularly in Netball, Lacrosse and Cricket
- Undertake relevant officiating training where appropriate, supported by the school

Departmental Administration

- Assist with fixture scheduling, results recording and communication with staff, students and parents
- Help maintain and update sports communications, including notice boards and social media content
- Support the management and maintenance of sports equipment and kit
- Assist with submitting match results to relevant sporting associations
- Contribute to departmental risk assessments and safeguarding processes as directed
- Assist in the planning and delivery of sporting events including tournaments, Sports Day, scholarship assessments, inter-charter events and the Sports Dinner
- Assist with the collection and performance analysis through the Veo camera, (training provided) helping with the compilation of match footage of fixtures and Academic PE evidence
- Support the monitoring and recording of student participation, performance and achievements by contributing to reports, tracking documents, social media and assemblies

General Duties

- Undertake duties around school such as break/lunch/tea duty, cover in the Music Department, reception duty or activity supervision

- Participate in staff training sessions
- Escort girls outside the school premises when required
- Contribute to the wider school community and events –
- Escort students outside school premises when required

Due to the nature of a boarding school environment, the post holder may be reasonably required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of responsibility entailed. The job description will be reviewed when the annual appraisal is conducted. This job description was last reviewed in February 2025.

All employees are required to assist the school where necessary in applying UK Border Agency policy with regard to overseas students. These duties include giving information, when requested, to allow records to be kept on pupils' visas and attendance, as well as other matters.

There will also be a requirement to fulfil any other duties as reasonably requested by your Line Manager and the Head.

Person Specification

Qualifications

- Degree qualification or equivalent
- Coaching qualification in one or more priority sports – desirable
- Officiating or umpiring qualification, or willingness to work towards one
- Lifeguarding qualification, or willingness to obtain one (training provided)

Skills and Experience

- Demonstrable sporting ability and/or coaching experience in one or more of: Swimming, Netball, Lacrosse, Tennis, Cricket
- Good organisational and administrative skills
- Clear and effective communication with students, staff and parents
- Attention to detail and the ability to keep accurate records
- Ability to work on own initiative as well as part of a team
- Previous experience working with young people in sport or education – desirable

Personal Attributes

- Enthusiastic and passionate about sport and physical education
- Flexible, reliable and resilient
- Empathetic, with the ability to build positive relationships with students
- Professional in manner and mindful of appropriate boundaries at all times
- Honest, trustworthy and committed to the welfare of young people
- Willing to contribute to the wider life of the school
- Interested in developing a career in sport, coaching or physical education



Outline Pay and Conditions

Salary: £26,442

The Sports Graduate works during the school day, Monday to Friday, and will be expected to attend and accompany fixtures on weekday afternoons and Saturdays during term time. Exeat weekends and school holidays are off duty. This role does not require the postholder to live on site, but this may be a possibility alongside boarding duties.

Term-time meals are provided during the school day and staff have access to the school's sporting facilities, including the refurbished swimming pool, gym and floodlit tennis courts.

Members of staff have the opportunity to use the school sport and leisure facilities which include a fully updated gym, newly refurbished swimming pool and resurfaced floodlit tennis courts. Staff can enjoy a wide range of professional concerts, lectures and symposiums delivered in-house by expert leaders in their fields.

Safeguarding

Queen Anne's School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced DBS check, satisfactory references, proof of identity and qualifications. Shortlisted candidates will be subject to a social media check.

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The Application Process

Please complete the application form.

Whilst completing the online application form, you will be prompted to provide information on your reasons for applying and suitability for the role. You can provide an additional letter if you run out of room and any queries regarding the role can be directed to hr@qas.org.uk.

After submitting your application, you will receive an email confirming its receipt.

You are encouraged to apply as soon as possible.

