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ST MARGARET'S
SCHOOL

Brief for the position of
Sports Centre Manager (Maternity Cover)



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About St Margaret's School

St Margaret's is a co-educational independent day and boarding school in Hertfordshire offering an outstanding education to pupils from 2 to 18. Set in over 60 acres of beautiful grounds, the School has a reputation for supporting pupil wellbeing whilst nurturing academic talent and progress. In a supportive environment, pupils feel happy and secure and want to learn and do well. Pupils are confident, courteous and considerate.

All benefit from superb teaching by committed subject specialists, underpinned by excellent pastoral care and the School prides itself on working for and with individuals.

St Margaret's was established in 1749 as a charitable foundation to help orphans, specifically the children of deceased clergymen of the Church of England. This was the beginning of the Clergy Orphan Corporation, and of the two schools: for girls, St Margaret's, Bushey and for boys, St Edmund's Canterbury.

The school was initially situated in Southwark, the first of the five locations before its arrival at Bushey in 1897. In 1925, Little St Margaret's was built to provide accommodation for boarders but has since evolved into the Junior School. In 1996, the School architect, John Biswell, transformed old classrooms and common rooms in the main building into a new Library and Resource Centre using design features favoured by Alfred Waterhouse back in 1895.

Also in 1996, St Margaret's became completely independent from the Clergy Orphan Corporation. In 1999 the School marked its 250th anniversary with a grand service of Thanksgiving in St Paul's Cathedral in the presence of HRH Princess Alexandra.

As the School moved into the 21st century, it was graced with the presence of more royalty as the John Owen Sports Centre was opened in 2005 by HRH Princess Anne. Today, St Margaret's is a modern co-educational all-through school, although its history has left an indelible mark on its character and ethos.



A small, warm and kind school where children reach their potential in a wonderful setting. Emphasis is on a family feel and making full use of its space, both inside and out. ■

GOOD SCHOOLS GUIDE



The Nursery

The Nursery at St Margaret's is for children from 2 years old, during their preschool years, before they start in Reception.

Children immerse themselves in play-based learning in a beautiful, light and spacious space, allowing them to create, play and explore the world around them. The children follow the EYFS curriculum, which focuses on areas including

communication and language, physical development, personal, social and emotional development, literacy, mathematics, understanding the world and expressive arts and design.



Junior School

The purpose-built Junior School is equipped with classrooms designed for pupils to excel in their learning. Pupils aged 4 years to 11 benefit from accessing specialist rooms across the School, such as The Garton Music Building, the Dance Studio and the Performing Arts Centre.

The Junior School has an engaging curriculum and high quality teaching, the children are happy and equipped for a changing world and they seamlessly move into the Senior School. In Y3 and Y4, the children focus on building strong core skills and technology is used as a key part

of the delivery of academic learning. Children in Y5 and Y6 continue to build on the broad and balanced curriculum with an emphasis on core skills, to enhance knowledge and understanding across the curriculum.





Senior School

The Senior School aims to provide an all-round education which is both challenging and flexible, offering small classes, a beautiful spacious campus and optional supervised study until 6pm each evening.

The curriculum is broad and balanced to allow the strengths of different individuals to be discovered and fostered. Regular educational visits and opportunities for residential trips extend knowledge and deepen friendships.

From Y10 to Y11, pupils take their GCSEs and are encouraged to choose varied subjects to maintain the breadth which is a mark of their earlier education.

The Senior School has recently completed the build of a new music centre which, along with a well-equipped performing arts studio and performance space in the main hall, ensures that pupils can enjoy the arts throughout the curriculum.





Sixth Form

From September 2020, St Margaret's Sixth Form went co-educational. With over twenty A-Level subjects to choose from, St Margaret's Sixth Form students have access to a broad range of inspiring and challenging courses.

At St Margaret's Sixth Form, students mature into adults with a set of values, practical skills and the confidence that will stand them in good stead for life. The post-18 pathways preparation programme enables students to learn more and prepare for the next steps into adult life, be that the world of higher education, apprenticeships or entry level jobs.

Typically, pupils gain access to the most competitive institutions, graduate schemes and entry level jobs in the world, having benefited from timetabled university preparation lessons, visits to universities, interview and entrance examination practice and bespoke career guidance.



Boarding

Pupils are welcomed into the boarding house, which is situated within the main school building, from Year 7 onwards. The offering ranges from full, weekly and occasional boarding and full boarders have the flexibility to go home for occasional weekends to fit in with family events.

Weekly boarders have their own bed in School which can be used for 3-5 nights a week by arrangement. Weekend stays and all excursions are available to weekly boarders for a supplementary charge.

Occasional boarding can take the form of one or two nights a week on a regular basis, just the odd night here or there, or a week or two during the year.





Co-curricular & Sport

At St Margaret's there are abundant opportunities to shine, inside and outside the classroom. Every day, pupils from EYFS classes through to Sixth Form take part in all kinds of co-curricular activities, to broaden their experiences and challenge themselves.

With a choice of twenty musical instruments to learn from alone, our pupils can truly say they have an enriching experience at St Margaret's. From academic enrichment clubs to volunteering; football and cricket to ballet; chess to speech and drama; Model United Nations to coding club, pupils are encouraged to push their limits and discover their passions.

Sports are a key part of life at St Margaret's: the dance studio, all-weather pitches, sports centre and large grounds ensure pupils can enjoy a wide range of sports and activities.





Scholarships & Bursaries

St Margaret's scholarships are awarded in recognition of outstanding achievement or promise in a particular subject.

The majority of scholarships are up to 10% of school fees and are available at 11+, 13+ and 16+. Specialist scholarships are also available in: Art, Dance, Drama, DT, Music, Sport and STEM (Science, Technology, Engineering and Mathematics).

St Margaret's is committed to broadening access to the School. Within the resources available, means-tested financial support for the payment of school fees can be provided to parents/guardians of pupils who have been offered a place following the normal admissions and selection process.





Governance

The Governors are Trustees of St Margaret's and are collectively responsible for the long term vision and development of the School and come from a wide range of professional fields.

As a board Governors meet eight to nine times a year following a circle form of governance. The board carry out their work and scrutiny of all aspects of school life through their regular meetings. The board is supported by a Finance, Pay and Compliance committee (FPC) which meets four times a year.

Our Governors come from diverse backgrounds including education, business, finance and property. Further information on St Margaret's can be found via the School's website: <https://www.stmargarets-school.org.uk/>





Reporting To: Director of Finance & Operations

Work mainly directed by: Director of Finance & Operations

Hours of Work: The role involves flexible working, averaging around 40 hours per week

Salary: £35,000 - £40,000 per annum

Start Date: April 2026

Summary of the Role:

Sports Centre Manager (Maternity Cover)

St Margaret's School is seeking an enthusiastic, proactive, and experienced Sports Centre Manager to join our team on a fixed-term basis to cover a period of maternity leave. This is a fantastic opportunity to lead the day-to-day operations of our busy Sports Centre, ensuring it remains a vibrant hub for both the school and the wider community.

The Sports Centre Manager will oversee all aspects of the Sports Centre's operations, including staffing, facilities, swim school, security, and customer service. You will play a key role in promoting the Sports Centre as a valued resource for pupils, staff, and public users, while maintaining strong links with the school.

This is a hands-on, varied position that requires strong leadership skills, excellent organisational abilities, and a commitment to delivering high-quality service and best practice in terms of safeguarding and health and safety. The role involves flexible working, averaging around 40 hours per week.

The Role





Why Join Us?

At St Margaret's School, you'll be part of a warm, collaborative community where your contribution genuinely matters. You'll work within a well-resourced environment and have the chance to make a positive impact on both school life and local community engagement.

Job purpose:

Responsible to:

Director of Finance and Operations – St Margaret's School

The Sports Centre Manager has direct line management responsibility for all Sports Centre staff and those assigned on any basis to the Estates Manager by the school. The Sports Centre Manager has day-to-day operational responsibility for the Sports Centre, and for promoting its use as both a school and public facility and establishing and maintaining strong links to the school.

The Sports Centre Manager is expected to work flexibly: overtime not normally being payable; however, the position should involve no more than about 40 hours work per week to achieve a satisfactory performance.

Job description:

Overview of Position:

- Operational – Responsible for all operational aspects of the Sports Centre and associated playing field(s), sports and recreational areas.
- Swim School - managing our Swim School, including oversight of staffing, timetabling, and holiday courses. You will play an important role in the smooth running and continued delivery of the current programme, while ensuring safeguarding compliance and high standards of customer service.
- Buildings – Responsible for the security of, and facilities and utilities within, the Sports Centre and associated external areas.

Responsible for:

Operational:

- Act as Duty Manager of the Sports Centre as the rota requires.
- Recruit, appraise, train, manage and motivate staff: permanent, temporary and casual.
- Monitor, assess and improve all aspects of the Sport Centre's administration, operations and procedures, including Health & Safety, and Finance, also ensuring that invoices are raised and cash is collected in a timely manner.

- Encourage and maintain a close working relationship with School staff and to monitor and oversee all School use, guiding school staff when required.

- To manage, develop and oversee all internally run courses, activities and divisional operations, such as Swim School.
- To work with the Estates Manager to ensure successful delivery of operational aspects of holiday camps associated with the school.
- Manage current external lettings and take new bookings.
- Have management oversight of all aspects of the Sports Centre budget, working with the Estates Manager and Director of Finance and Operations to maximise Sports Centre revenue and ensure efficiency and effectiveness of all spend.

Swim School:

This role involves managing our Swim School, including oversight of staffing, timetabling, and holiday courses. You will play an important role in the smooth running and continued delivery of the current programme, while ensuring safeguarding compliance and high standards of customer service.

Buildings:

- Provide a safe and effective environment for all users in line with current legislation including any continuous monitoring and reporting requirements.
- Ensure that the Sports Centre is used safely by all users, including the school.
- Ensure legislative compliance in respect of regular testing of all facilities and services.
- Procurement and negotiation of service contracts, regular and ad hoc maintenance, and budgetary requirements as set out by Estates Manager.
- Ensure that all plant and equipment is well maintained, used correctly and relevant staff have access to suitable training. To include all legislative equipment required and convey/ensure effective training of use as required.

The Sports Centre Manager will be expected to undertake duties and accept responsibilities not necessarily included above but which are commensurate with the general level of skill and responsibility expected of the post-holder.

Job Description

| Person Specification | | ESSENTIAL | DESIRABLE |
|--------------------------------|--|--|-----------|
| QUALIFICATIONS | National Pool Lifeguard Qualification Swimming Pool Plant training (professional qualification) A professional swimming teaching qualification A First Aid at Work certificate/ qualification | ✓ ✓ ✓ ✓ | |
| EXPERIENCE | Successful operations experience in the leisure industry, delivering excellent customer service Previous experience of supervising both other staff and facilities Previous experience managing a Swim School | ✓ ✓ ✓ | |
| KNOWLEDGE | Effective leadership skills with the ability to direct, encourage and support staff, giving guidance as required Excellent interpersonal and problem-solving skills, with the ability to deal with difficult situations calmly and efficiently A working knowledge of Microsoft Office applications | ✓ ✓ ✓ | |
| SKILLS & ATTRIBUTES | Keen interest in a wide range of leisure activities Self-motivated and enthusiastic Good time management and organisational skills Excellent written and verbal communication skills The ability to work well in a team and independently A flexible approach Professional manner and attitude, and a commitment to high standards A commitment to CPD Trustworthy, responsible, reliable and punctual | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | |

The Person



The closing date for applications is 26 February 2026 at 17:00.

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made. In order to apply please submit an application form along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of two referees. Referees will not be approached until the final stages and not without prior permission from candidates. Please note, we are unable to accept CVs.

The application form is available online at
<https://www.stmargarets-school.org.uk/work-with-us>

For an initial discussion, please contact:
recruitment@stmargarets-school.org.uk

Personal Data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember not to mention information or details of individuals (e.g. referees) who have not previously agreed to their inclusion.

St Margaret's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

How to Apply

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