



SPORTS AND ACTIVITIES MANAGER

IMPACT PROGRAMMES

FIXED TERM CONTRACT



THE DEPARTMENT AND POST

IMPACT Programmes at Tonbridge School are a transformative suite of Summer, Online, Blended, Winter, Easter, and Revision programmes for ambitious students aged 13–17.

Our flagship IMPACT Summer Programme will be launching in July 2026. Designed for girls and boys aged 13 to 17, these two- and four-week residential Sprint courses will equip students with the skills for success in today's evolving, interconnected world. Based on Tonbridge's extensive 150-acre campus, just 40 minutes from London, the programme will enable students to personalise their experience by combining pathways across STEM, Business and English. The curriculum will be enriched by career workshops, team challenges, hackathons, life skills sessions, and excursions to Oxbridge and other exemplar organisations.

We are seeking a dedicated and energetic individual to join our team as the Sports and Activities Manager. This role will be responsible for overseeing the daily sports, activities, events and festivals of our IMPACT summer programme, coordinating sports, activities, leisure days, IMPACT Skills and excursions whilst ensuring the welfare and safety of our students throughout. The Sports and Activities Manager will be involved in the IMPACT Skills part of the timetable, delivering practical on-campus sports sessions to the students.

The post holder will work closely with the IMPACT Programmes Director and IMPACT Programmes Coordinator to ensure that the campus functions to the highest standards throughout the summer.



JOB DESCRIPTION

Job Title	Sports and Activities Manager - IMPACT Programmes
Line of Report	IMPACT Programmes Director
Main Purpose	To design and deliver a dynamic programme of sports, events and activities for UK-based and international students aged 13–17, ensuring engaging, high-quality experiences that promote enjoyment, personal development, and wellbeing while maintaining the highest standards of student safety and welfare throughout the IMPACT Programme.

MAIN DUTIES

Sports and Activities:

- Remain up to date on new coaching and teaching principles.
- Along with the IMPACT Programmes Director and IMPACT Programmes Coordinator, plan, coordinate and deliver a diverse range of sports sessions and activities for students to promote their physical, social, and intellectual development, including inter-team competitions.
- Line managing a team of Activity and Boarding Assistants during the leisure, social and activities schedule.
- Supervising swimming sessions in the pool, which is to be attended by a qualified lifeguard at all times.
- Coaching a maximum of 4 x 1.5 hour periods per week for IMPACT Skills and ensuring sports and activities between 15:30 and 22:00 each day run as directed by the IMPACT Programmes Director or the IMPACT Programmes Coordinator.
- Liaising with IMPACT Programmes Director, ensuring that appropriate risk assessments are in place and have been read and understood for each activity or sport by all Activity and Boarding Assistants on duty.
- In liaison with the IMPACT Programmes Coordinator, source external specialists, coaches, and instructors when required, ensuring the highest standards of instruction and supervision.
- Evaluate and select appropriate equipment, supplies, and materials necessary for sports, events, and activities.
- Ensure all equipment is correctly inventoried.

Events and Festivals:

- Organise, promote and monitor any events and festivals that take place in the evenings ensuring that all Activity and Boarding Assistants are briefed and kept updated to any changes.
- Liaise with the IMPACT Programmes Coordinator to provide support for the Hackathons that take place on the last Saturday of each Sprint.
- Ensure close monitoring and suitable guidance is given to Activity and Boarding Assistants with respect to their duties.
- Liaise with IMPACT Programmes Coordinator to ensure any equipment or external bookings have been ordered.

Excursions and Trips:

- Liaise with IMPACT Programmes Coordinator to prepare for any excursions and evening trips.
- Ensure pre-excursion documentation, including risk assessments, have been prepared and signed off by the IMPACT Programmes Director prior to departure.
- Act as Excursion Lead when on excursions to cities such as London, Oxford and Cambridge ensuring the safety and welfare of all students whilst off campus.
- Conduct an excursion debrief to the IMPACT Programmes Director or IMPACT Programmes Coordinator on return to Tonbridge School.

Student Welfare and Safety:

- Support the overall welfare and wellbeing of students throughout their IMPACT Summer experience, managing student behaviour and promoting good conduct.
- Implement and enforce health and safety protocols, ensuring compliance with all legal and regulatory requirements and Tonbridge School policies.
- Respond promptly and effectively to any incidents or emergencies, following established protocols and procedures and log any incidences as per Tonbridge School policy.
- Reporting any students who appear unwell to the Head of Boarding and Pastoral, IMPACT Programmes Coordinator or IMPACT Programmes Director

Staff Supervision and Training:

- Supervise and provide guidance to a team of Activity and Boarding Assistants.
- Conduct regular training sessions and workshops to ensure staff have the necessary skills and knowledge to deliver high-quality sessions.
- Foster a fun, positive and collaborative team environment, promoting professional development and effective communication.

General

- One day of online orientation prior to the course's commencement.
- Undertake any other reasonable tasks or duties as directed by your Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Experience and Qualifications

- Bachelor's degree in a relevant field (e.g., Education, Sports Management, Hospitality, Events) would be an advantage.
- Prior experience working in a summer or residential school setting, preferably in a leadership or supervisory role would be an advantage.
- Current first aid certification would be an advantage.
- A valid UK driving licence is desirable but not essential.

Skills and Abilities

- Excellent communication and interpersonal skills, with the ability to build rapport with students, colleagues, parents and external vendors.
- Fully computer literate and confident with various computer systems, (Microsoft Office, OneDrive Teams etc.).
- Strong administrative skills, numeracy, accuracy and meticulous attention to detail is essential.
- Able to work under pressure, managing competing priorities and producing and delivering pragmatic solutions.
- Able to respond flexibly and adapt to changing and challenging circumstances.
- Able and willing to embed the School's values in all aspects of day-to-day operations.

- Ability to work to strict schedules and deadlines.

Personal Attributes

- Passionate about teaching and learning.
- Enthusiasm for cultural exchange and the ability to create a supportive and inclusive environment for students from different backgrounds.
- Excellent organisational and time-management skills, with the ability to manage multiple responsibilities and meet deadlines.
- Diplomatic, tactful and open-minded and able to work collaboratively.
- Confident, firm when required and willing to take difficult decisions.
- Team player with willingness to support others in their roles.
- A commitment to excellence.
- Efficient, well organised, with a flexible and professional approach, and a good sense of humour.
- Hardworking, dependable, punctual and professional in approach to work.
- Flexible in terms of working hours as some weekend and evening work will be required.

HOURS OF WORK

This is a fixed-term contract from 5 July to 3 August 2026.

This is a full-time role of 40 hours per week.

A typical week would be:

- **Monday, Tuesday, Thursday, Friday; 3pm to 10pm**
- **Saturday; 8.30am to 6.30pm**
- **Sunday; 12pm to 8pm**

Alternate hours would be considered - in this case, working hours will vary between 8am and 11pm and will be based around a shift system, including some weekend work.

The Sports and Activities Manager will be given one full 24-hour period off each week (typically Wednesday) as well as one evening (typically Saturday).

There will be a one-hour unpaid break each working day; meals will be provided while on duty.

To ensure consistency, team cohesion, and the best possible experience for our students, preference will be given to applicants who are able to commit to both Sprints (5 July to 3 August 2026).

ACCOMMODATION

Residential and non-residential candidates are welcome to apply. Accommodation for residential roles includes a single study room with shared bathroom facilities with other teachers, three meals a day, and laundry once a week.

Residential candidates will be subject to a post-tax deduction of £150 per week.

REMUNERATION

£900 per week (including proportionate holiday pay).

1 day of pre-programme online orientation is included in the salary.

APPLICATION PROCESS

Full details and an application pack may be found at: www.tonbridge-school.co.uk/jobs

Apply via our online application form or, send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Closing Date: Monday 20 April 2026 at 10am.

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.



**TONBRIDGE
ONLY CONNECT**

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The information contained in the brochure is accurate at the time of going to press