

NOTRE
DAME
SCHOOL



SPORTS COACH

Candidate Information

Permanent
Part-time – 5 days per week
32 Hours Per Week,
Term Time
Required Autumn Term 2026



Our School

Notre Dame is an independent Catholic Day School set in 26 acres of beautiful, rural Surrey parkland. We warmly welcome families of all faiths and none.

At Notre Dame School, we are unashamedly holistic, and our 700 students from aged 2-18 are at the centre of everything we do. We focus on **Happiness and Success** – in that order. We are profoundly committed to this educational philosophy and through it we fulfil our aim of providing an exemplary **all-round education**. The academic, creative, physical, moral and intellectual challenges expected in all good schools, complete with state-of-the-art facilities, are balanced with fun and laughter and a trusting and compassionate atmosphere which enables everyone in our community to be the best possible versions of themselves.

For more than 400 years, pastoral care has been embedded at the heart of our approach to education. This is not at the expense of academic rigour. Rather, it forms the bedrock on which academic excellence is built: happy, comfortable and secure children and young women make confident and successful learners. All our students, from the smallest to our Sixth Formers, have access to our wonderful grounds and on-site facilities – all-weather sports pitches, indoor swimming pool, professional theatre, gymnasium, sports hall, music rooms, dedicated science laboratories, libraries and woodland forest school.

Notre Dame School is proud to have been shortlisted for the Best Independent Girls' School of the Year Award 2025.



“Accompanying young people in their efforts to build their lives for today and tomorrow.”





Heritage & Ethos

The Company of Mary Our Lady was founded in Bordeaux in 1607 by **St Jeanne de Lestonnac** to educate girls of all faiths and is the oldest recognised educational order in the world. Today there are more than 300 CoMOL schools, educational foundations and projects across 26 countries.

Notre Dame School is the only one in the UK.

Our foundress, St Jeanne de Lestonnac, a mother of 5 children, was a progressive and dedicated educator. She grew up in an intellectual and cultured family and was exposed to many different religious and philosophical perspectives. **Her forward-thinking approach to education is as fresh and modern today, and we strive to live up to her**



“No one is educated in isolation; it is the whole community that educates.”

St Jeanne de Lestonnac – Foundress



“
*Pupils display
genuine kindness
and respect for one
another.*”

Independent School Inspections – ISI





The Role

Position Title

Sports
Coach

Reporting to

Director of ND
Sport

The function of the post

Our Sports Coaches play a pivotal role in promoting physical education, wellbeing, and a lifelong appreciation of sport among pupils of all abilities working from Nursery to Sixth form.

Responsible for delivering a broad and inclusive sports programme, our coaches plan, lead, and evaluate lessons and extracurricular activities across a range of disciplines. They ensure sessions are engaging, safe, and developmentally appropriate. They foster a positive, supportive environment that builds confidence, teamwork, resilience, and leadership skills, while also identifying and nurturing individual talent for competitive opportunities.

The role includes organising fixtures, tournaments, and sports events, maintaining equipment, and ensuring compliance with safeguarding and health and safety standards.

Main Duties & Responsibilities

Key Objectives

- Assisting with PE lessons for a variety of sports including setting up for the lesson and co-ordinating the warmup/cool down.
- To help with and lead coaching sessions at games practices
- Support Swimming Lessons in the Prep School.
- To be pro-active within the lesson, by listening to teaching points given by the qualified staff member in charge and helping with correction detail in terms of body position, grip, etc.
- Giving due consideration to the needs of individual pupils and thus ensuring that all pupils are working and developing at their own pace
- Taking responsibility for transporting pupils safely to and from fixtures through regular minibuss driving duties.
- To develop individual sporting needs, as well as team strategies
- To be willing and flexible to actively get involved in the management of equipment and facilities
- To umpire matches
- PE Department administration (assisting in the management and organisation of fixtures)
- To be responsible for all the PE stores, ensuring that they are kept tidy and ready for the next user.
- To accompany pupils on away matches

The Person

Based onsite five days a week, with occasional event commitments, the successful candidate will support their allocated student in delivering an impactful student experience that enhances their education, extracurricular interactions and pastoral wellbeing.

Working across both schools from Nursery to Sixth form, you will ensure that our Sports and Games provision is consistent, high-quality, and well-being-focused, while maintaining exceptional safeguarding.

A desirable candidate will have:

- A genuine passion for sport and physical education, with the ability to inspire and motivate pupils of all abilities
- Experience coaching a wide range of sports, with a flexible and adaptable approach
- Strong communication and interpersonal skills, particularly in engaging and supporting young people
- Commitment to promoting inclusion, participation, and enjoyment alongside performance
- Positive role model who demonstrates professionalism, integrity, and enthusiasm
- Organisational skills to manage fixtures, events, and extracurricular programmes effectively
- Relevant coaching qualifications and a commitment to ongoing professional development

Health and Safety

All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

Data Protection

All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

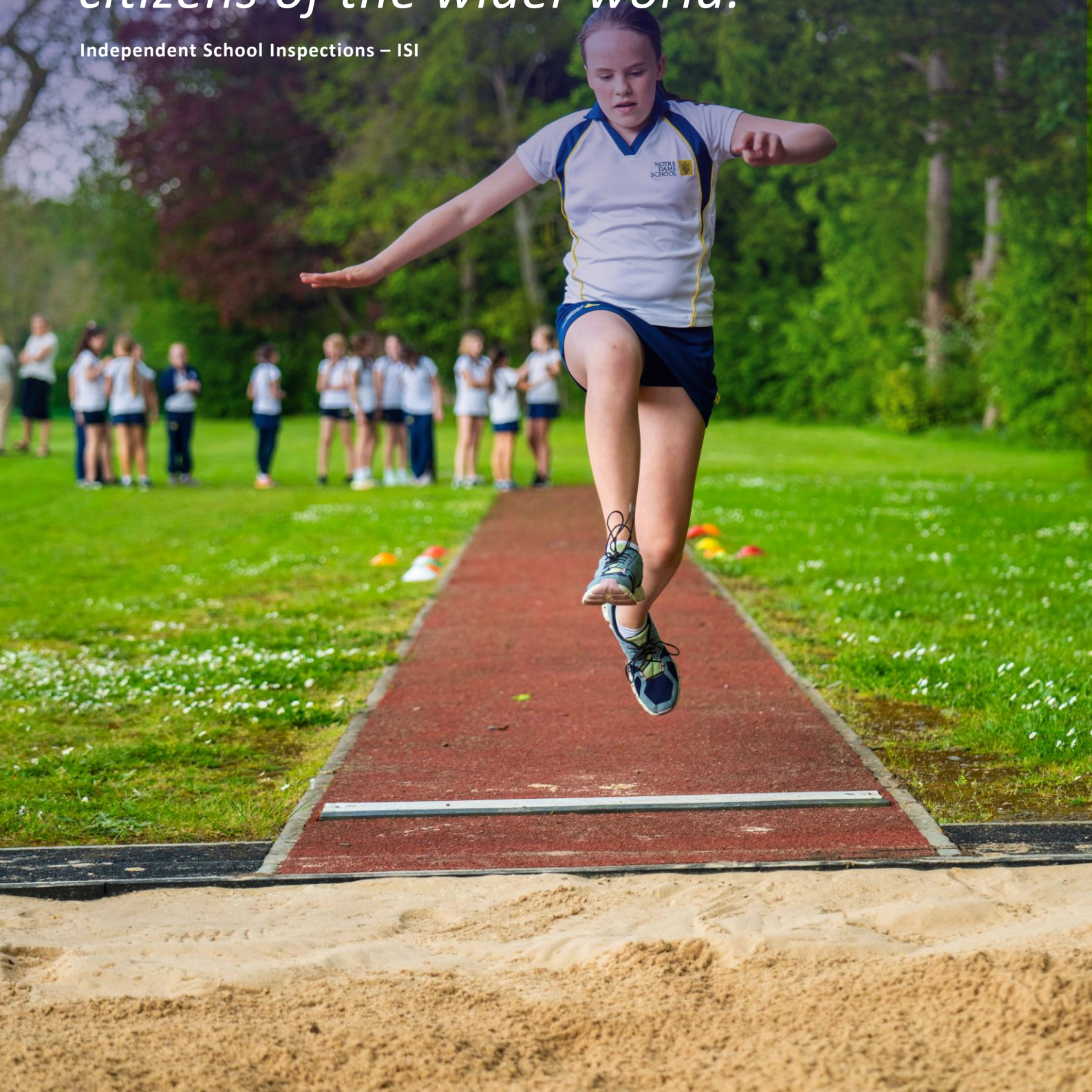
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“The School is highly successful in meeting its aim of preparing young people for their role as responsible citizens of the wider world.”

Independent School Inspections – ISI



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Benefits of Service

Hours of work

Permanent

Part time

Term time

5 Days Per Week

Mon – 11:00-17:30

Tues – 10:00 -17:30

Wed – 10:00 – 18:15

Thurs – 11:00 – 18:15

Fri – 11:00 – 16:00

Remuneration

NDSP 29

£33,624 FTE

£22,093 Actual

Benefits

The School has high expectations of its staff and therefore looks to reward them with a competitive salary scale and beneficial conditions of service.

- There is an extensive induction programme for all new colleagues, and ongoing professional development is encouraged
- Staff development programme
- Staff wellbeing programme, including 2 paid well-being sessions each year
- Financial contribution to eye tests and glasses for eligible staff
- Employee Assistance programme – counselling, financial advice etc.
- Staff discount on School fees after six months continuous service
- Free lunch during term time
- Free coffee/tea during term time
- Free use of the School's leisure and sporting facilities, including a heated indoor pool
- Commute by school coaches during term time, subject to availability
- Employee Referral Bonus Schemes
- Electric Car Charging
- Free parking



Selection Process

Shortlisted candidates will be interviewed by a recruitment panel including members of the Senior Leadership Team and members of HR. Candidates will be required to undertake a task related to the role applied for and be given a tour of the school. Please note that before making an application for any vacancy listed, you should familiarise yourself with our **Recruitment Privacy Notice**, **Safeguarding Policy**, **Safer Recruitment Policy**, **Keeping Children Safe in Education** and **Equal Opportunities Policy** which are available at:

[Policies & Reports | Notre Dame School](#)

Notre Dame School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks prior to appointment and the Disclosure and Barring Service.

The School is an equal opportunities employer and is fully committed to a policy of treating all employees and job applicants equally and does not discriminate on the grounds of race, physical or mental disability, national origin, colour, family status, gender, religion, sexual orientation, age or any other characteristic protected by law.

For any queries, please contact HR at recruitment@notredame.co.uk or call 01932 589480.

Apply Now:

Please complete the online application process available on our career on TES and Our Website

[Notre Dame School Jobs](#)

Closing Date

As successful candidates are sourced and apply.

We reserve the right to interview, as suitable candidates are sourced

Start Date

Autmn Term 2026