

BROMSGROVE SCHOOL

Head of Sports Facilities

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.

Job Description

Line Manager:	Bursar
Hours:	40 hours per week, all year round (52-week contract) Hours Will require early mornings, late evenings and weekends.
Salary:	From £45,000 per annum, dependent on experience.
Holidays:	25 days per annum plus 8 statutory bank holidays, with an additional 2 days after 5 years' service
Sickness Entitlement:	Probationary period: Nil Year 1: 2 weeks full pay Year 2: 6 weeks full pay Years 3–5: 8 weeks full pay Years 6–10: 10 weeks full pay Year 11 onwards: 12 weeks full pay
Pension:	Contributory scheme up to 7%
CPD:	Contribution towards continuous professional development

General Role Overview

The Head of Sports Facilities is responsible for the effective provision, management, and development of sports facilities across Bromsgrove Senior School, Prep School, and Winterfold House School. This includes ensuring high-quality facilities for pupils, staff, boarding activities, community users, and external sporting organisations.

Facilities include:

- The Ryland Centre
- The Arena
- Sports Hall
- Swimming Pool
- Gym
- Dance Studio
- Astro Pitches
- Multi-Use Games Area
- Grass Pitches

Core Responsibilities

- Provide the Sports Department with the sports facilities that meet the educational and recreational needs of pupils.
- Provide sports facilities for the Boarding activities programme.
- Provide facilities for the Events Team, supporting holiday activities, camps and Summer School.
- Make facilities available to local and national sporting bodies for training and competitions when not required by the School.
- Provide Bromsgrove School Swim, Netball, and Tennis Academies with the sports facilities they need to succeed.
- Ensure Bromsgrove School staff have access to sports facilities available during designated periods.

Leadership Responsibilities

- Recruit, manage, and retain the Sports Facilities Team.
- Lead and develop a well-motivated, professional Sports Facilities team.
- Maintain a sharp focus on strong customer-service to promote the reputation of Bromsgrove School.
- In liaison with Bromsgrove School Security Team, ensure that pupils remain safe and are not exposed to members of the public unescorted.

Commercial Responsibilities

- Review pricing of all sports facilities against comparable local providers before confirming community lettings charges to the local community.
- Ensure that income generated from sports facilities exceeds operating costs by at least 15%.
- Manage the booking system, lettings terms and conditions, and invoicing for all external users.

Facilities Management

- Inspect all sports facilities monthly and report faults and maintenance requirements to the Estates Manager.
- Ensure that all sports facilities are safe and compliant with health and safety legislation.
- Maintain up-to-date risk assessments for all activities conducted within Bromsgrove School sports facilities.
- Implement and regularly update the Pool Safety Operating Procedures and Emergency Action Plan.
- In liaison with the School's Health & Safety Manager, ensure that effective fire drills are conducted and recorded twice annually.
- Maintain accurate records of inspections and maintenance for all sports facilities and equipment.
- In liaison with the Bromsgrove School Housekeeping Team, ensure facilities are clean, tidy and presentable, particularly before Open Days and high-profile events.

Person Specification

Key Skills and Experience

Essential Qualifications

- Degree-level qualification in a sports-related field or equivalent experience
- Full driving licence

Desirable Qualifications

- First Aid at Work
- NPLQ
- Pool Plant Operator qualification
- GCSE Maths and English (or above)

Essential Experience

- Minimum 5 years' experience in sports facilities management
- IT competency (Microsoft applications)
- Experience in public-facing roles
- Budget management

Desirable Experience

- Bookings and membership software

Personal Qualities

The successful candidate will demonstrate:

- A strong work ethic and organisational skills
- Strong leadership and ability to lead by example
- Strong diplomacy and a customer-focused approach
- A flexible and adaptable approach to work
- Effective communication and interpersonal skills
- Ability to work collaboratively within a small team
- The ability to work collaboratively as part of a small team

Additional Information

This job description is not intended to be exhaustive. The post holder may be required to undertake other reasonable duties as directed by the Bursar. The job description may be reviewed annually, or earlier if required, following consultation with the post holder.

Bromsgrove School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. Applicants will be required to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

How to Apply

Please complete the School's online application form.

Closing date: Friday 1 May 2026