



Candidate Information

Graduate Sports Assistant

September 2026

SUTTON VALENCE SCHOOL



Broadening Horizons.
Since 1576.



A Warm Welcome

Sutton Valence School (SVS) has been inspiring pupils since 1576. Our greatest strength is our community. Staff, pupils and parents enjoy mutual respect and kinship that allows each individual to embark on a unique educational journey; a journey fuelled by self-confidence, hard work and high academic standards. It is a Co-Educational Day and Boarding School for ages two to 18 and a member of various organisations such as HMC, BSA, IAPS and ISBA. It is a School with a great heart that values individuality and ensures that every pupil enjoys their own, unique journey through formative years of their education.

The **Senior School** is located in the beautiful traditional village of Sutton Valence in Kent. It currently has 560 pupils (11-18), with around 20% boarding either part or full time.

The **Prep School** - just a few minutes' drive or a short walk down a lovely track – has around 260 students aged 2-11 between its three phases – Nursery, Pre-Prep and Prep.

The School is part of the **United Westminster and Grey Coat Foundation**. This enables the School to work collaboratively with other member schools of the Foundation and also provides invaluable professional support, guidance and development. More information about the Foundation can be found [here](#).

The **HIKSVS International School in Tianjin, China**, is the most recent addition to the Sutton Valence School family having opened in August 2017, offering a British style education in a very different cultural setting. The School has been very successful since its opening and it works closely with the Governors and Leadership of Sutton Valence School. More information about HIKSVS can be found [here](#).

The School has excellent facilities both indoors and outdoors; a full-size AstroTurf, tennis and netball courts, extensive sports fields, a superb indoor swimming pool, a sports hall, permanent cricket nets and an athletics track.

Vision, Mission and Ethos

Vision

Through our community values, broad curriculum, and extensive enrichment opportunities, we believe that all young people at Sutton Valence School will be inspired and supported to fulfil and exceed their potential. We want our students to be open-minded individuals who possess a love of learning, are confident not arrogant, and have a strong set of values reflecting our principles as a Christian Foundation.

Mission

Our Mission is to have a School where one will find:

Care

A caring, safe, supportive and kind community for the education of children aged 2 to 18, in a day and boarding environment;

Challenge

A challenging, relevant and broad curriculum encouraging curiosity, delivered in ways that allow all to achieve;

Choice

An outstanding range of creative, cultural, social and physical activities so that all can develop skills such as self-discipline, commitment, leadership and teamwork;

Culture

A culture of curiosity and celebration of diversity which promotes excellence, independence and high standards, whilst providing support to all who need it;

Community

A grounding in moral and spiritual understanding which promotes respect for others, along with self-respect, enabling all to contribute positively to their School community and the world beyond it.

Ethos

A community where each cares for all and individuality is cherished.



The Post

We are looking for an enthusiastic graduate to spend a year in this stimulating and exciting school. The ideal candidate will be energetic, have a passion for working with students, and be able to work effectively as a team member with the ability to show initiative when required. The ideal candidate will have the ability to coach girls' sport throughout the year; to include Netball and Hockey as the major sports. A sense of humour is a distinct advantage.

We expect our graduate to take a full and active part in all aspects of School life and so the post holder will be someone who is completely flexible, have a can do attitude, prepared to be role models for our young people and adopt high standards of personal conduct in order to maintain the respect of parents, pupils and colleagues. The graduate will be considered as a member of the academic staff. There is a requirement to live on site during term time.

Outside the classroom and sports fields there is a great deal of scope for involvement in the School's varied programme of extra-curricular activities and the graduate will be expected to assist in School activities on a weekly basis, supervise the Sports Hall with some evenings on a rota basis and potentially have responsibility for some evening boarding duties.

The graduate will be given an opportunity to provide support within the classroom, on the sports field and work closely alongside the academic staff in the teaching and learning of a varied age group of students. The graduate will be required to take an active role in the pastoral care of our pupils which is based on a house system, with vertical tutor groups.

Our graduate will work closely with the Director of Sport who will take responsibility for allocating the duties throughout the year. These duties include:

- Contributing to, and setting, high expectations in the Games and PE Departments or any other Department, that inspires, motivates and challenges pupils;
- Supporting activities in the classroom and throughout the School;
- Overseeing Boarders' use of the Sports Facilities in the evening; or supervision in the Boarding House;
- Contributing to the planning and evaluation of teaching and learning within the classroom;
- Assisting in the preparation and maintenance of the classroom as a learning environment;
- Working with the Sports Facilities Administrator to facilitate the use of sports lettings.

This is a fixed term post starting in September 2026 and ending in July 2027.

This salary for this post is £21,000pa and comes with single accommodation which consists of an individual study bedroom at the School with bathroom, kitchen and washing facilities shared with other staff. During term time, School meals are available, at no charge, as provided for boarders and other residential staff. Staff may use the excellent sports facilities in the evening and during the day, if not being used. The School runs on a three-term basis.

Sport is played six days a week, including Saturdays (AM and PM).

There are approximately 16 weeks when the School is not in session, two weeks at Christmas, three weeks at Easter and about eight weeks in the summer, with Half Term breaks in between. There is a requirement for all weeks during term time, plus a maximum of ten days during the School holidays. There is also in-service training at the start of each term and attendance is compulsory at all relevant sessions.



The Sports Department

Sutton Valence School has a strong sporting tradition and enviable facilities. These include a sports hall, cardiovascular suite, strength and conditioning suite, a superb floodlit Astroturf pitch on-site and a second Astroturf pitch at the Preparatory School site which is a short distance away. There are also netball courts, tennis courts, indoor swimming pool, an eight-lane floodlit athletics track and forty acres of playing fields that house rugby and football pitches, as well as a dedicated cricket ground.

The department is headed by Vince Wells, a former English professional cricketer. Our games programme is built around our major sports, which are Rugby, Hockey, Netball, Cricket and Tennis. There are also numerous opportunities for pupils to participate in minor sports. Teams are offered in every sport for each age group and many girls and boys have represented county and regional teams in various sports, some going on to national squads.

The Seniors (16-18), specific year groups within the Middle School (14-16) and Juniors (11-13) have games on different days of the week, allowing the heads of individual sports to work with all of them.

Fixtures are played each Saturday, as well as midweek. Hockey fixtures are played in the Michaelmas Term (girls) and Lent Term (boys). There is a very competitive fixture list. Representative honours in Hockey have seen girls and boys gain county, regional and national recognition in recent years; our U16 girls team are national finalists.

We are proud to be the only official Saracens Rugby Academy partner school in Kent and one of only four throughout the Saracens Academy Region of Kent, Essex and Hertfordshire. The partnership started in 2017, with the aim of better aligning our Rugby programme, and will introduce students to the possibility of having a professional rugby career. Rugby is led by former Bath and England U20 professional, Tom Ellis.

Cricket is the major sport in the Summer Term for girls and boys with tennis and athletics as alternatives.

Games and Physical Education are taught by a dedicated sports department within a weekly timetable. In curriculum Physical Education we offer activities such as Badminton, Handball, Basketball, Athletics, Health-Related Fitness and a Fitness Testing programme.



Join Our Team at Sutton Valence School

How to Apply

To be considered, applicants must complete the official application form in full. Please note that CVs will not be accepted as a substitute.

Your covering letter should highlight:

- The skills and attributes you would bring to Sutton Valence School;
- How your experience aligns with the role;
- Specific details of experience and achievements.

Submit your completed [application and monitoring form](#), along with your covering letter, to hadmin@svs.org.uk.

Alternatively, post your application to:
Assistant Bursar
Sutton Valence School
North Street
Sutton Valence
Kent ME17 3HL

Application deadline: Friday 8th May 2026

Please note: We reserve the right to appoint before the closing date.

Not sure if you meet every requirement? Research shows that women and people of colour often hesitate to apply unless they meet every single qualification. At SVS, we are devoted to fostering a diverse and inclusive workplace. If you're excited about this role but your experience doesn't align perfectly with every detail, we still encourage you to apply — you might be exactly who we're looking for.

Sutton Valence School is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo appropriate child protection screening, including:

- Checks with past employers;
- Enhanced Disclosure and Barring Service (DBS) check;
- Declaration of medical fitness.

It is a criminal offence to apply for this role if you are barred from engaging in regulated activity with children.

All applicants are expected to read the School's [Child Protection Policy](#) prior to interview.

Sutton Valence School is an equal opportunities employer.



Benefits to Working at SVS

Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work. Classrooms are well resourced. All teaching staff have their own devices, and our ICT facilities are regularly upgraded to support the latest teaching initiatives. Excellent discipline, support and pastoral systems help ensure successful teaching and learning.

Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Prep School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 50% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis. Support Staff working less than 52 weeks are deemed part time.

Staff Development

The School has a strong commitment to professional development with a substantial budget for whole School training and individual courses, support towards degrees, teaching qualifications and apprenticeships.

Staff Social Events

The School holds social events such as an end of year BBQ, staff drinks and canapes with the Headmaster at the start of the year, regular staff drinks at the Prep School and the Support Staff Christmas Lunch.

School Meals

Lunches during term time are provided at no cost by our excellent caterers. Complimentary tea, coffee and other refreshments are available throughout the day.

Benenden Healthcare Membership

All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month; the School pays up to 80% of contributions, based upon length of service. Further information is available from the Bursary.

Pension

Academic staff are offered membership to the TPS or to the APTIS DC Scheme. The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

Support Staff are offered the opportunity to join a defined contribution (DC) scheme TPT, and currently offer two levels of contribution. With Option One, the employee contributes 5% of their salary, and the School contributes 3%. With Option Two, the employee contributes 7% and the School contributes 14%.

Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports. The Prep School has both an outdoor swimming pool and play equipment available for staff to use.

Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. The Senior site has five EV charging points, and both sites have allocated accessible bays.

Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; Octopus Electric Vehicle. Basically, this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.

Eye Tests

If you need to use a computer for a significant amount of time a day for your job, you may be eligible for a free eye test.



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SVS.ORG.UK

A member of The United Westminster and Grey Coat Foundation
Registered Charity No. 1181012
Founded in 1576 by William Lambe