



POSITION: PREPARATORY SCHOOL SPORTS COORDINATOR (Grade RRR to 7)

APPLICATION REQUIREMENTS:

The Preparatory School Sports Coordinator is a full-time position requiring the successful candidate to work within the sports department team to facilitate the Prep School sports programme from Grade RRR to Grade 7, reporting to the Head of Prep School Sport and the Head of the Preparatory School. The successful candidate must be passionate about growing and developing young people and willing to be involved in after-hours and weekend work. Experience within a similar role is a requirement.

PLEASE NOTE THAT CONSIDERATION WILL ONLY BE GIVEN TO CANDIDATES WITH:

- An appropriate professional qualification and/or PGCE
- SACE membership
- 3 - 5 years' experience teaching Physical Education
- Experience with any of the following sports codes: hockey, netball, tennis, cricket, squash and soccer.
- Excellent communication and organisational skills
- The initiative and vision to drive the strategic and operational functions of the educational and co-curricular sports programme in the Prep School, providing proactive, dynamic and motivated collaboration within a diverse team
- A genuine interest in and concern for young children
- Enthusiasm, commitment and passion for education
- The ability to work closely and co-operatively with colleagues
- Good IT skills
- The ability to uphold the ethos and values of the school

Swimming coaching qualifications would be an advantage

ROLE / JOB PROFILE:

1 STRATEGIC VISION

Assist in directing the thinking, and oversee the full implementation of the vision, mission and values for sport at Epworth.

2 OPERATIONAL RESPONSIBILITIES

- 2.1 Manage and support the day-to-day running operations of sport at Epworth
- 2.2 Facilitate and implement sound policies and procedures, including budgetary controls
- 2.3 To be involved in the selection, direction and growth of the sports programme
- 2.4 To be accountable for the control and upkeep of all sports assets

- 2.5 Responsible for the management and timetabling of all sports facilities within specific sports codes
- 2.6 To be involved in the appointment of sports coaches
- 2.7 Responsible for the performance management of the sports coaches within specific sports codes

3 INVOLVEMENT IN THE SCHOOL

- 3.1 Attend weekly staff meetings
- 3.2 Participate in staff development
- 3.3 Attend IEB conferences, clusters and workshops if appropriate
- 3.4 Attend parent /teacher meetings
- 3.5 Participate in the normal operational duties within the school
- 3.6 Become involved in the co-curricular life of the school as is required
- 3.7 Attend chapel and assembly

APPLICATION PROCEDURE:

1. Please complete the attached microsoft application form: [EPWORTH SCHOOL Application form for Vacant positions – Fill out form](#)
2. Please email the following documents with the subject: **Prep School Sport Coordinator**
 - A covering letter
 - Curriculum vitae
 - Qualifications
 - Names and contact details of three referees

Please ensure that the above information is contained in one document and attached to the email.

Your application should be addressed to the Head of the Prep School and emailed to vacancies@epworth.co.za

Closing date for applications is Friday, 14 August 2026.

COMMENCEMENT DATE:

1 January 2027 or by mutual agreement.

Epworth School, in line with POPIA (Protection of Personal Information Act), will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

EPWORTH SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER.

WE RESERVE THE RIGHT NOT TO MAKE AN APPOINTMENT FOR THIS POSITION.

AN APPLICATION IN ITSELF DOES NOT ENTITLE THE APPLICANT TO AN INTERVIEW.