SHERBORNE SCHOOLS GROUP

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2026.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

Sherborne International provides short academic courses throughout the Spring and Summer holidays for British and international boys and girls aged 8-17. It specialises in teaching English as an Additional Language, subject support, revision, and preparation for UK schools, and provides an engaging and nurturing environment where pupils can quickly develop confidence and academic skills.

Sherborne Summer Courses are for students who are serious about studying but who also come to enjoy the very extensive range of activities and excursions and the caring, friendly atmosphere. We emphasise development for the individual through small class sizes (usually 8 students) and aim to give students a very positive and supportive learning experience.
These high-quality summer courses are organised and run by Sherborne International, part of Sherborne Boys.

JOB DESCRIPTION

Sherborne Schools Group Recruitment and Selection Policy Statement

Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

EVENTS LEAD (SUMMER SCHOOL)

MAIN PURPOSE

The work of the non-residential and residential staff is to look after the students whenever they are not in class.

The Events Leads are members of the Pastoral Team. They make the welfare and well-being of the students their top priority in every aspect of their work. This includes compliance with health and safety requirements. Supervising and looking after the welfare of youngsters when they are in your care demands a high level of focus and responsibility.

Working closely with the Summer Operations and Logistics Co-ordinator, the Events Leads are required to perform the duties as listed below, and any other duty commensurate with the role and as directed by the Director of Short Courses:

Job Title:	**EVENTS LEAD (SUMMER SCHOOL)**
Contract	Temporary Contract for a maximum of 6 weeks from 5 July to 19 August 2026. Compulsory training sessions will take place over 3 days between Sunday 5 and Tuesday 7 July 2026. Course weeks run Wednesday to Wednesday. Offers of employment are subject to the course being able to run and final student numbers.
Location:	You will be based on the Sherborne Newell Grange Campus and/or Main Sherborne School Campus but will also be required to work offsite to accompany excursions and other events, as necessary.
Line Manager:	The Events Leads are line managed by the Director of Short Courses but will work closely with all resident and non-resident house staff and may also take direction from the Summer Operations and Logistics Co-ordinator and the Compliance Operations Manager.
Remuneration:	Currently £13.60 per hour (*to be reviewed in April 2026)* on a typical shift pattern of approximately 37.5 hours per week. Hours worked until approximately the 20th of the month will be paid in arrears on the last banking day of each month direct into a nominated UK bank account. Lunch/dinner may be taken in the school dining room during working shifts (packed lunch will be provided whilst on excursions).
Holiday:	In view of the requirements of the course, holiday leave cannot be taken during this period of temporary employment. Events Leads are entitled to receive a pro-rata holiday entitlement of 5.6 weeks per annum which will be paid after the end of the contracted period.

Hours of Work: Hours of work are likely to be:
Monday – 3pm – 10:30pm
Tuesday – 3pm – 10:30pm
Wednesday – 3pm – 10:30pm
Thursday (half day excursion) – Day Off
Friday – 3pm – 10:30pm
Saturday – 3pm – 10:30pm
Sunday (full day excursion) – Day off

Some flexibility may be required, on occasion, to meet the demands of the role.

CORE DUTIES*:*

- Put together the evening entertainment schedule for the period of the summer course, working closely with the pastoral team to ensure events are staffed appropriately.
- Act as compère, ensuring events are well attended, engaging and that students have the best possible time (while maintaining the behavioural standards expected of students on the summer course).
- Deal with any student behavioural issues appropriately, calling in support from the relevant staff if required.
- Ensure all events are suitably planned/costed/risk assessed.
- Ensure events are publicised, and that students and staff understand what is expected of them.
- Ensure all spend is approved and signed off by the Director of Short Courses before it has been committed.
- Provide a high level of supervision and care of students at all times.
- Interact with a variety of students, engaging in friendly conversation and encouraging them to use English, motivate students to participate and get involved in activities.
- Look out for, comfort and inform resident house staff about students who may feel homesick, sad or unwell, or who face other problems or difficulties.
- Help prepare for, and tidy up after, events and activities and look after any equipment involved.
- Ensure you and the students comply with any COVID-19 related protocols that might be in place and inform the appropriate staff of any breaches to guidelines.

Training Requirement for Events Leads – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School

Training	When
There is a compulsory three-day induction (paid). Irrespective of the weeks worked, attendance on these days is required.	Sunday 5 to Tuesday 7 July 2026
Safeguarding (Child Protection)	During induction days
Prevent Training	Online module

Conflict Resolution	Online module
Health and Safety Essentials	Online module
GDPR in Education	Online module
Training with Line Managers	Induction days and in daily meetings
First Aid Training	During induction days

PERSON SPECIFICATION:

Personal attributes	**Essential**	**Desirable**
A friendly and approachable manner	x	
Energy, enthusiasm and commitment to the role	x	
A quick thinker, able to work independently and remain calm under pressure	x	
A desire and interest in working with young people	x	
A willingness to work as part of a team, and be able to work proactively	x	
Confident speaking in front of groups and taking the lead in challenging situations	x	
Experience hosting or supporting excursions/off-site activities	x	
Experience leading or supporting events	x	
Experience of working with young people		x
A knowledge and understanding of differing cultural values and issues		x
Experience writing risk assessments, or working within a risk-managed environment		x
Valid first aid qualification		x
Other duties required by all School staff	**Essential**	**Desirable**
Commitment to safeguarding and promoting the welfare of children and young people	x	
Always observe health and safety procedures and safe working practices	x	
Adhere to the Staff Code of Conduct as a representative of the School and comply with all School policies and procedures	**x**	
To comply with the requirements of the General Data Protection Regulation. It is the responsibility of all staff to protect data and to take all reasonable steps to ensure date are kept securely	x	
Undertake any other duties as required by the Director of Short Courses or your line manager, which are commensurate with the level of your post, to meet the changing needs and demands of the School	x	

Pension: Where eligible the post-holder will be automatically enrolled into the Pension Scheme, as per current legislation, on the first day of the month after completion of three months' service. Further details may be obtained from the Director of HR (Bursary).

Probationary Period: In accordance with School policy, offers of appointment are subject to a probationary period of up to six months. All Summer course contracts are subject to a one-week notice period by either side.

Medical Self Declaration: The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.

DBS Disclosure (Police Check)/ References: As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

Postholder's Responsibility: You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer).

Other Benefits

- Reduced membership of Sherborne Boys' Sports Centre
- Free onsite parking
- Breakfast, lunch and/or dinner when these are provided in the School dining hall when on shift.
- Employee Assistance Programme offering free counselling / legal / medical support

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

Method of Application:

To apply, please complete the Sherborne School Group Application form and return it to summer@sherborne.org

In the event of any queries please contact: Samantha Belgeonne
Tel: 01935 814743
Email: summer@sherborne.org

The School reserves the right to interview candidates as applications are received (preferably face-to face and on mutually agreed dates and times). Vacancies will be withdrawn as roles are filled.

Please state in your application your availability to attend interview in Sherborne - or let us know if you are only available for a remote interview