



REDDAM HOUSE CONSTANTIA
HEAD OF BOYS SPORT

CONSTANTIA

LOCATION
Constantia

REPORTING LINE
School Head

Reddam Avenue, Constantia
Cape Town, 7806

Private Bag X14
Constantia, 7848

CONTRACT TYPE
Perm

SCHOOL PHASE
Prep

Early Learning School
+27 (0) 21 702 2323
Preparatory School & College
+27 (0) 21 702 2322

SALARY
Market related

ADVERT CLOSING DATE
15th November 2018

info.constantia@reddam.house
reddamhouse.com

Position Summary and Duties

Reddam House, Constantia seeks to appoint a Head of Boys' sport in the preparatory school.

The successful applicant will:

Manage all sports activities and fixtures including but not limited to:

- Attend all AGMs of sports codes
- Appoint and manage teacher sport managers and part-time coaches. Interview, select and contract all part-time coaches.
- Draw up and communicate all fixture lists
- Manage fixture bookings, transport, catering, venues etc
- Be present at all fixtures and visibly support all sports
- Manage parent and coach communications in a professional manner
- Manage inter-house events e.g. athletics and swimming events
- Manage all sports' awards events i.e. sports awards assemblies; sports' dinners etc
- Manage the colours' committee and colours' awards
- Manage extra-mural photographs and magazine articles
- Keep sports' notice boards and announcements updated
- Attend staff meetings, assemblies and parent liaison meetings
- Manage equipment and keep control of stock
- Manage sporting uniforms
- Manage behaviour related to all sporting codes on and off the field
- Manage sports' tours
- Host sporting guests and manage these events

Please send brief CV, covering letter and details of 3 contactable referees
to: juliet.glover@reddam.house

Only shortlisted applicants will be contacted.

Closing date: 15 November 2018

***Thank you for your application. If you do not receive a response from us, please
consider your application unsuccessful***
