



HEAD OF SPORT COMMENCEMENT DATE: JANUARY 2027

Highbury is a boys' Christian preparatory school which offers all-round, relevant and dynamic education within a caring environment, equipping its pupils with values, skills and knowledge to deal with the demands of a changing and challenging world.

An opportunity exists for an exceptional **Head of Sport** to join Highbury Preparatory School, leading in such a way as to maintain the school's status as a top, competitive boys' preparatory school where excellence is nurtured and good sportsmanship grown. The ideal candidate will be a highly motivated and professional individual with a proven track record of innovation, strong communication skills, effective administration and the ability to lead and manage a diverse group of coaches and staff. Housing will be provided on the School Campus.

Requirements:

- Possess a suitable professional qualification.
- Have a minimum of 5 years' experience in managing sport within a school environment.
- Have previous experience in preparing budgets and allocating spending on items such as coaches, team travel, equipment, purchases and facilities maintenance.
- Proven organisation and admin skills.
- Strong IT skills especially in Google Suite.
- Identify with the values and ethos of the school.

Key Performance Areas:

- Develop a strategic plan for Sport at Highbury.
- Be able to provide leadership and development in all areas of Physical Education and sporting activities, including: coaching; operations, facilities; and equipment.
- Coordinate with coaches, teachers, and sports staff regarding the scheduling of matches and practices, and overseeing transport logistics.
- Develop and monitor player pathways, working with coaches to implement best practice.
- Ensure coaching staff have the appropriate training (internal and external) to provide quality sports coaching.
- Collaborate with other schools, leagues and organisations regarding fixtures and schedules.
- Prepare and manage the sport budget.
- Process coach timesheets accurately and timeously.
- Be willing to work as part of a team and assist with general duties as and when required.
- Plan and organize hands-on activities that encourage active pupil participation, involvement and team work.
- Play an active role in coaching throughout the year and accompanying teams on tour.
- Design, implement and report on a dynamic Physical Education programme from Grade 4 to 7.

CLOSING DATE FOR APPLICATIONS: 9 October 2026

Please submit your application on the link [HOD: Sport](#) . This includes a survey, cover letter and CV upload section. Candidates may assume that their application has been unsuccessful if they have not been contacted by 30 October 2026. Highbury Preparatory School is an equal opportunity employer and Employment Equity principles will apply to this appointment.

Highbury 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.