



LAMBROOK

POLO CO-ORDINATOR

Required from January 2027

The closing date for applications is Wednesday 21st October,
9.00am



CANDIDATE SEARCH

The Polo Coordinator is responsible for the safe and effective administration, organisation and supervision of the school's polo programme. The postholder will ensure the smooth running of all polo activities and provide a positive experience for participating pupils.

Programme Coordination

- Act as the primary point of contact between the school and the polo club.
- Liaise regularly with the polo club regarding fixtures, training sessions, pupil participation and operational matters.
- Communicate arrangements, updates and requirements to parents in a timely and professional manner.
- Coordinate pupil attendance and manage any changes to participation.
- Maintain accurate records of participants, permissions and attendance
- Respond to parent and staff enquiries relating to the polo programme.

Health, Safety and Compliance

- Review and update risk assessments as required.
- Ensure all activities operate in accordance with school policies and procedures.
- Report any incidents, accidents or safeguarding concerns promptly.
- Ensure that all necessary consent forms, medical information and emergency contact details are available and up to date.

Transport and Supervision

- Drive a school minibus transporting pupils to and from polo sessions.
- Ensure pupils travel safely and adhere to school expectations during transport.
- Maintain accurate attendance registers for all polo sessions.
- Supervise pupils throughout the activity and whilst travelling.

PERSON SPECIFICATION

Essential

- Full UK driving licence with entitlement to drive a school minibus.
- Experience of supervising children and young people.
- Excellent organisational and communication skills.
- Ability to build positive relationships with pupils, parents and external providers.
- Good administrative skills and attention to detail.
- Ability to work independently and show initiative.
- Commitment to safeguarding and promoting the welfare of children.
- First Aid qualification.

Desirable

- Experience working within a school environment.
- Knowledge of polo or equestrian activities.

Hours

- Tuesday: 4:30pm - 6:20pm
- Wednesday: 4:30pm - 7:20pm
- 1 hour administration per week
- Term time only (or as required by the school) plus occasional evening and weekend events.

THE APPLICATION PROCESS

The school has its own generous salary scale and benefits including contributory Pension Scheme, free lunches (term time only), bike to work scheme, life assurance scheme. If the candidate has a child who has been accepted into the school, subject to availability of spaces, a means tested fee remission may be available.

Applications will only be accepted from candidates completing the School's Application Form in full.

To accompany your application form, we asked you to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters and application forms should be sent to the Headmaster via HR@lambrookschool.co.uk.

Any offer to a successful candidate will be conditional upon:

Verification of identity, qualifications and confirmation of right to work in the UK.

A minimum of two references.

A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.

Verification of medical fitness.

Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

Online checks will be carried out.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

