

Sports Administrator

Starting Date: ASAP

MAGDALEN
COLLEGE SCHOOL



Introduction

from the Master, Helen Pike



Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint.

Our success in public examinations, in securing places at top universities, and in an astonishing array of co-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.

William of Waynflete founded Magdalen College School in 1480: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent News will give you an impression of our school.

Thank you for your interest.

H. L. Pike

Working at MCS

There are many benefits to working at Magdalen College School. Founded in 1480 by William of Waynflete, the school has a rich history and an enviable location at the heart of Oxford beside the River Cherwell.

MCS is one of the country's leading independent day schools. Shaped by its Christian Collegiate foundation and links with the university city of which it is part, it aims to inspire in all its pupils a desire to learn, flourish and serve.

There are around 950 pupils, boys aged 7-18 and Sixth Form girls, and 350 members of staff who learn and work on the School's central Oxford site. During the coming decade MCS will become a fully co-educational school from J1 to Upper Sixth, offering places to high achieving boys and girls as we prepare to commemorate our 550th anniversary in 2030.

Academic

The pupils are a joy to teach – gifted academically and talented across a wide range of other pursuits. Pupils wear their considerable abilities lightly; they feel a very strong connection to their school, are kind to one another and are inquisitive and motivated. Public exam results see the school consistently placed among the most successful schools in the UK. In 2026, 45% of A Level grades were A*, 83% were A*-A and 97% were A*-B. At GCSE, 58% of grades were Grade 9, 83% were 9-8, 93% were 9-7 and 99% were 9-6. Pupils are very successful in their university applications, with the vast majority gaining places at leading institutions, including around 25% gaining offers from Oxbridge.

Co-curricular

Co-curricular activities play a central role in life at MCS. The quality of the provision across sport, music and drama, as well as over 100 clubs and societies, is exceptional. There are around 40 music ensembles and over 70 concerts per year; some at MCS and some at venues around Oxford like the Sheldonian Theatre. There are 10-15 drama productions of various genre each year; some are performed at MCS, and some make use of theatres in Oxford such as the Playhouse and Burton Taylor. There is also a technical theatre academy. Sport is hugely popular and successful at MCS with a dual focus on participation and performance. Last year, 94% of all pupils represented the school in a competitive fixture and over the last few years we have won national titles in hockey, sailing and tennis. There are also numerous successes at local and regional level across all sports and a significant number of individual pupils are supported along talent pathways in various sports.

Pastoral

MCS places great value on the individual and is well-regarded for the quality of the pastoral care. Most teachers are also tutors, responsible for the day to day pastoral and academic care of their tutees under the leadership of the Heads of Year and Heads of Section. Tutor groups are organised through the house system which develops a sense of loyalty and identity and provides many opportunities for competitions from quizzing to football and from debating to singing. Our pupils are happy and have excellent relationships with each other and with members of staff.

Remuneration

This is a part time, term time only (34 weeks) role plus 7 days per year worked in school holidays. The role is 31 hours per week (0.8 FTE) with a one-hour (unpaid) lunch each working day. Working hours are between 08:15-17:00, Mon-Fri to be agreed with the Director of Sport. The salary is £17,292 per annum (£28,330 FTE) including annual holiday entitlement at 12.07%.

Non-teaching staff are automatically enrolled/ can choose

to enroll in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

Benefits

There is a wide range of benefits available to staff, including a free lunch during term time. The school has a fully equipped gym which is available for staff use, and staff may also enjoy access to the University of Oxford's gym and sports facilities for a significantly reduced membership fee. Tennis courts are available, and there is a comprehensive programme of staff sports clubs. Staff also have the opportunity to join choirs and music groups, and to get involved in drama productions.

Staff are encouraged to make use of the Senior Common Room within and after the school day, as an area for relaxation and shared discussion outside departments. Tea and coffee are served in the SCR at morning break, and cakes and fruit are available at the end of the school day. Staff socials and guest night dinners are regular features of each term.

School fee remission is available for permanent members of staff whose sons and/or Sixth Form daughters are offered a place at the school following entrance tests and interviews, and is currently 50% pro rata subject to a minimum FTE of 50%. In addition, 20% fee remission is available pro rata for permanent MCS staff who have daughters attending Headington School Oxford, subject to a





The Role

The school is seeking to appoint a part-time Sports Administrator as soon as possible.

The Sports Administrator is the organisational hub of the MCS sports department, keeping a busy programme running smoothly for pupils, parents, and staff. The postholder supports the Director of Sport, the Head of Junior School Sport and the Heads of Sport. They manage all communication from the department, coordinate fixtures and logistics, and help deliver the department's key events.

Over time, the postholder will build a detailed knowledge of individual pupils, year groups, coaches and teams, and a full understanding of every part of the sports programme.

Main duties

The main duties are set out below. They are not exhaustive, and the postholder may be asked to take on other reasonable tasks in support of the department.

Communications and the sports website

- Keep the MCS Sport website up to date with news, fixtures and team sheets, working with the Heads of Sport and PE to make sure all information is current and accurate.
- Promote the website through news articles, banner photos and regular updates, maintaining its overall appearance in liaison with SOCS and the Marketing Director.
- Publish team sheets on the website and on internal noticeboards at least 48 hours before each fixture.
- Prepare and publicise the weekend sports programme so that pupils, staff and parents know where and when matches are taking place.

Fixtures, transport and logistics

- Meet weekly with the Heads of Sport and the Head of Junior School Sport to review upcoming fixtures.
- Check and update all fixture information on SOCS and MRBS, including transport, catering and website details.
- Arrange transport for away fixtures (coaches and minibuses) and on-site parking for visiting minibuses.
- Liaise with catering, grounds, maintenance, reception and external coach companies.
- Liaise with the Finance Department to manage the transport budget and ensure the accurate recharging of transport and other related activities to pupils.

Meetings and departmental support

- Attend and take minutes at the weekly sports department meeting.
- Represent the sports department at the weekly whole-school events meeting.
- Meet the Director of Sport, Heads of Sport (including Junior School) weekly to review operational, administrative and performance-related tasks.

Pupil administration and welfare

- Support the annual process of allocating pupils' games options and communicate options to pupils each term.
- Process off-games requests accurately and inform the relevant staff.
- Liaise with the Director of Sport, the Head of Athletic Development and the school nurses about pupils who are off games or on the Return to Play programme.
- Act as a first point of contact for pupils, helping with matters such as lost kit, late registration, requests to change games option, and finding where a session is taking place.

Events, awards and team photographs

- Help plan and deliver the department's key annual events, including sport-specific tournaments, house events, showcase fixtures and the

annual MCS Sports Awards evening.

- Order and organise the termly sports awards for end-of-term assemblies.
- Coordinate the termly team photographs: draw up the photo and publish it in the daily notices and on noticeboards; liaise with the photographer and assist on the day; prepare the letter and ordering link for parents, sent via Usher's mailings.

The Candidate

The successful candidate will be:

The successful candidate will be organised, personable and comfortable juggling many moving parts in a fast-paced school environment.

Essential

- Take a keen interest in the welfare of pupils and show clear commitment to safeguarding children
- Excellent administrative and organisational skills, with close attention to detail.
- Confident IT skills, including website updates and standard office software.
- Excellent interpersonal and communication skills, written and verbal, with pupils, parents, colleagues and external suppliers.
- A positive, proactive approach and the ability to prioritise a varied workload.
- Enthusiasm for working as part of a large, motivated team.

Desirable

- Experience of SOCS, or similar school sports and booking systems.
- Interest in using AI and other digital tools to improve how the department works.
- Experience of working in a school or sports setting.

Life in Oxford

Located at Magdalen Bridge, with views toward both the city centre and east Oxford, MCS is close to a wealth of cultural, entertainment, and educational venues.

The City

Oxford, renowned as one of the world's most prestigious university cities, has a rich history dating back over a thousand years. Established in the early medieval period, the city grew around its strategic location on the River Thames, which facilitated trade and transportation. By the 12th century, it became an educational hub with the founding of the University of Oxford, the oldest university in the English-speaking world.

With its blend of ancient and modern, there is an abundance of activities to enjoy. Whether visiting one of the many historic buildings, colleges, or museums, dining in a restaurant, attending a performance, or exploring local boutiques, Oxford offers a diverse array of experiences for all interests.

The University

MCS shares many links with the University. Staff can enjoy free entry to the Oxford Botanic Garden and Harcourt Arboretum, watch our choristers perform evensong in Magdalen College Chapel, or use the University sports facilities on Iffley Road.

During the university's full term, Oxford buzzes with activity, hosting numerous talks, performances, fixtures, events, and celebrations throughout the academic year.

The Arts

Oxford is celebrated not only for its academic heritage but also for its vibrant cultural scene. The Ashmolean Museum, the oldest public museum in the UK, showcases art and archaeology from around the globe. The city's theatres, such as the Oxford Playhouse, offer a range of performances, while the annual Oxford Literary Festival attracts renowned authors and literary enthusiasts alike.

The School's own dynamic programme of arts sees it stage some 14 drama productions each year, with annual productions at the Oxford Playhouse and on School Field, alongside a thriving partnership with the Pegasus Theatre. Every year, we perform a major musical concert at the Sheldonian Theatre, Symphony Hall Birmingham, and other prestigious venue, often inviting pupils from our partner schools to take part alongside us. We commission original pieces, working with composers such as Lin Marsh and Bob Chilcott. Our exciting visual arts programme gives pupils the freedom to explore original creations in multiple media, and opportunities to display their work to audiences within and beyond our community.

Accommodation and transport

Oxford offers a wide range of accommodation options to suit various preferences and budgets. While many colleagues live in the city, a significant number choose to reside in surrounding villages and towns, which provide easy access to Oxford. Commuters benefit from an extensive bus network and park-and-ride services, and the school is well connected by dedicated cycle lanes from all directions. Additionally, Oxford's excellent rail links make it easy to reach London in just under an hour.

Partnerships and Professional Development

Partnerships

We aim to equip our pupils to make a positive and lasting contribution to their communities, both now and in the future.

Each year, the school coordinates and hosts a wide range of partnership projects and events, professional development meetings for fellow teachers, and academic, cultural, and sporting enrichment opportunities for local children. Key elements of this extensive programme include *The Bridge*, a Saturday school for Year 5 and 6 children; an academic extension programme in a range of science and humanities subjects; monthly partnership activity days; and weekly in-school extension classes in mathematics. In all these areas, we aim to support our community by fostering connections between people and by bringing them together in enriching, collaborative activities.

Community Service Organisation (CSO)

Through the school's Community Service Organisation (CSO), Lower Sixth pupils spend one afternoon each week volunteering in the community. Collectively, they volunteer over 7,500 hours each year. The placements vary, offering each pupil an opportunity to discover something that captures their imagination. Activities range from mentoring primary school pupils in Maths and English, running language clubs, providing reading support, producing artwork for the walls of local hospitals, performing concerts in schools and care homes, to running practical science workshops in our teaching labs. Each year, a number of pupils choose to continue volunteering at their placements beyond the end of Lower Sixth.

Charity

Charity plays an increasingly important role in school life at MCS. Each year, the school votes to select a local charity to support, alongside our partnership school in Uganda, and every year group participates in fundraising activities.

The school's charity committee organises regular events to raise money and increase engagement across the school. Numerous staff and students take the initiative to hold their own fundraising efforts, from sponsored marathons and long-distance cycle rides to staff concerts, pupil-led talent shows, and House quizzes.

Professional Development

The school places a significant emphasis on the professional development of all staff. A half-termly CPD & Teaching Newsletter is distributed by email, which aims to highlight educational research and practical ideas, to share ideas from courses and conferences attended, to offer guidance on opportunities for CPD, and to highlight the work of colleagues in the area of teaching and learning. All colleagues are encouraged to attend at least one external CPD course each year, and also to visit another school, place of work or university, where appropriate. The Teaching and Learning Group meets before school twice per half term. Its purpose is to consider developments in educational research, to facilitate discussion of teaching and learning, to offer a forum for the sharing of good teaching practice, and to support colleagues in experimenting with new teaching techniques.


MCS SPORT

Application Process

Candidates wanting to apply to this vacancy should complete and submit the online application form no later than Midday on Monday 7th December.

Documentation

Candidates should submit their application form via the website. Click here

The complete application should be submitted no later than Monday 7th December, at midday; early applications are highly encouraged.

References

References may be taken up in advance. If you do not wish for your references to be called for at this stage, please make that clear on the reference section of the application form.

Interviews

We anticipate holding interviews the week commencing Monday 7th December. We will be in contact with shortlisted candidates by telephone.

Please be aware that all shortlisted candidates will be requested to complete a 'Self-Disclosure' form before attending their interview.

We reserve the right to interview and appoint before the above dates.

Equal Opportunities

Magdalen College School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity. We welcome applications form all sections of the community.

Safeguarding Policy

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant ID documentation and degree certificate(s). The enhanced DBS check is due to this role being exempt from the Rehabilitation of Offenders Act 1974.

MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL
BOYS 7-18 & SIXTH FORM GIRLS

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