



Assistant Manager Commercial

September 2025



Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.



Commercial activities

Our mission in the Commercial Team is to offer fantastic services to our students, parents and our local community. Swim School, Holiday Club, Pool Membership, Music Education, Performing Arts, Stage Schools, Charity Events, Police Events, Driving Schools, Children's Parties, Sports Events, Sports Clubs and Residential or Sporting Events in the holidays, all coexist across the school site. These activities enhance the vibrant experience that continues after the end of the school day at the weekends and during the holidays.

We are currently seeking a highly motivated Assistant Manager to support and oversee the operations of our Holiday Clubs across both Royal Russell and St David's and After-School Club at St David's. The ideal candidate will have previous experience in working with children and will be passionate about creating new commercial concepts to further enhance the offerings of our clubs. This role will require you to be hands-on in managing the day-to-day operations, ensuring smooth service delivery.

You will have a passion for sports and leisure, with a commitment to providing excellent service to both our staff and customers. Strong leadership and supervisory skills are essential, as is the ability to plan, manage resources effectively, and ensure the highest level of customer service at all times.

Annabel Shaw
Commercial Manager



Assistant Manager - Commercial

To assist with the lead of the Holiday Club programs across Royal Russell and St David's sites, ensuring the welfare and safety of all children, and to maintain a fun, inclusive, and stimulating environment. This role involves planning, coordinating, and implementing a diverse range of activities that supports the development of all pupils.

Responsible for managing the operations of the After-School Club at St. David's School, including overseeing administrative duties, ensuring appropriate staffing levels, and maintaining necessary resources for the club to run successfully.

To lifeguard and maintain the upkeep of the swimming pool as and when required. The role will involve ensuring the safety and wellbeing of adults and students during swimming lessons, extracurricular clubs, and other pool hire bookings. Ensuring the pool is clean, safe and presentable at all times

Responsible for: Holiday Club Instructors, After-School Club Assistants

Hours: 23.5 Hours (Term-Time) plus
40 Hours (8x flexible weeks of school holidays)

Reports to: Deputy Commercial Manager



Key Responsibilities

Reports to: Deputy Commercial Manager

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Main duties and responsibilities:

- To assist with oversight and management of the Holiday Clubs (Royal Russell / St. David's) and After-School Club (St. David's) programs.
- To design and implement engaging activities for pupils attending clubs. Ensuring activities align with educational and developmental goals.
- To oversee specific dietary requirements and allergies ensuring that pupils safely consume the correct meals.
- To promote a positive and inclusive environment for staff, pupils and the school community.
- To have input to and manage budgets for the club and its resources efficiently.
- To ensure facilities used are clean, safe, and appropriate for learning and play.
- To stay up to date with new educational trends and implement new activities as and when necessary.
- To communicate with parents on a regular basis and provide a welcoming approach.
- To maintain accurate records of attendance, incidents, and other relevant information.
- To recruit, train and supervise club staff.
- To assist with the running of existing and future Commercial activities.
- To actively seek new Commercial opportunities for Royal Russell
- Maintain active surveillance of the pool and respond swiftly to any incidents or emergencies.
- Enforce school and pool safety rules, promoting responsible behaviour and awareness among students.
- Conduct regular water quality and safety checks, reporting issues to relevant staff promptly.
- Assist with the setup and takedown of pool equipment, lane ropes, and teaching aids as required.
- Ensure the pool and surrounding areas are clean, tidy, and compliant with hygiene standards.
- Attend regular training and emergency drills to maintain NPLQ qualification and keep safeguarding knowledge up to date.

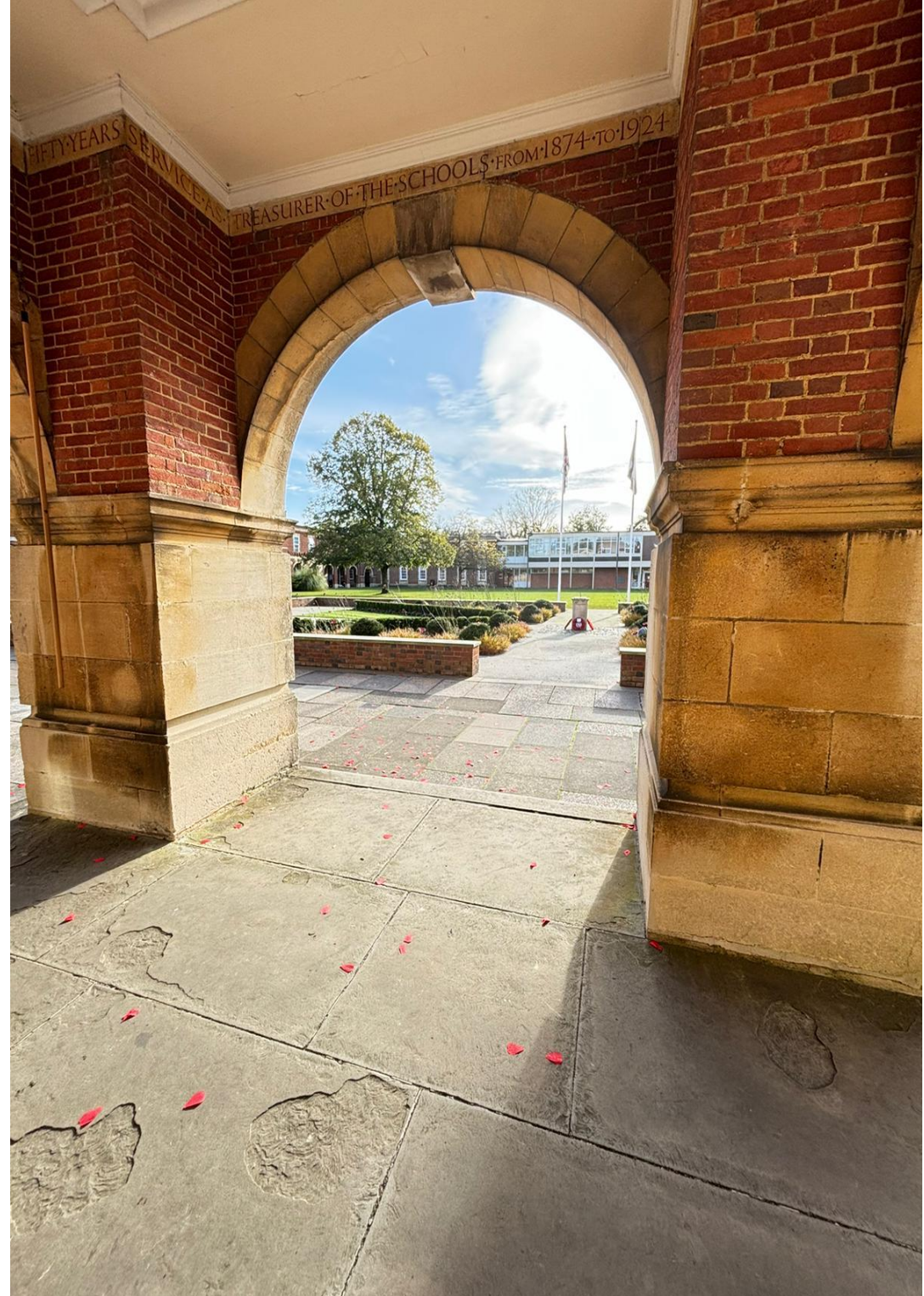


Key Responsibilities cont'd

General Responsibilities:

- Ensure the safety and well-being of children and young people at the school by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times
- Display correct staff identification at all times whilst on site.
- Attend training and staff INSET sessions organised by the school to provide a consistent approach across the entire school staff population.
- Take part in on-going training courses and activities, which assist in the development and enhancement of staff.
- Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.
- Deal with any issues efficiently and in a professional manner, referring to the Deputy Commercial Manager and Commercial Manager where appropriate.
- Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Management Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.



Facilities

Our exceptional on-site facilities include:

- 6 full-size grass football pitches (1 floodlit)
- An Olympic-standard floodlit hockey pitch
- 2 floodlit all-weather courts for netball and tennis
- 3 outdoor netball courts
- A large, well-equipped sports hall, and one extra sports hall
- A strength and conditioning suite, and another being built for Sept 2026
- An outdoor half basketball court
- A 25m indoor swimming pool



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than 17:00 on Friday, 30th May 2025. Interviews are likely to take place week commencing 9th June 2025.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.



Campus Map

Our 110-acre campus contains incredible facilities for learning.



Main Facilities

- 1** Car Park
- 2** Reception / Headmaster's Study
- 3** Junior School
- 4** Early Years Centre
- 5** Performing Arts Centre / Auditorium
- 6** Dining Hall / Café
- 7** Chapel
- 8** Great Hall
- 9** Chapel Quad
- 10** Lime Tree Quad
- 11** Aston Webb Building
- 12** Library / Sixth Form Study Centre
- 13** Health & Wellbeing Centre
- 14** Science Block

Sports Facilities

- 15** Swimming Pool
- 16** Sports Hall
- 17** Top Pitch
- 18** The Paddock
- 19** Netball Courts
- 20** North Pitch
- 21** Astroturf Pitch
- 22** MUGA (Multi-Use Games Area)
- 23** West Pitch
- 24** Pavilion

Boarding / Houses

- 25** Buchanan / Reade
- 26** Cambridge
- 27** Hollenden
- 28** Keable
- 29** Latessa
- 30** Madden
- 31** Oxford
- 32** Queen's
- 33** St Andrew's



Royal
Russell

www.royalrussell.co.uk

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