Assistant Director of Golf (Residential)



Reports to: Director of Sport, working closely with the Director of Golf

Salary: Approx £30,000 ACTUAL

Appointment: Residential

Hours of work: Full time, Term Time Only, 1 FTE

Purpose of the role

Lead and own the day-to-day delivery of the St Leonards Golf Programme, supporting the Director of Golf in delivering a high-quality performance, participation and development pathway for pupils. The postholder is accountable for programme administration, admissions liaison, competitions, travel, family communications, partnerships and resources, ensuring that pupils and families receive a well-organised and supportive experience.

Leadership and accountability

Fintan Bonner, Director of Golf, leads golf strategy, coaching philosophy and standards, high-performance golf and external development. He leads strategic partnerships, specialist player pathways and strategic advice on facilities and programme growth.

The Assistant Director of Golf leads day-to-day delivery and is accountable for weekly operations, coaching schedules, competitions, travel, recruitment activity, parent communication and the pupil experience. The post holder ensures the agreed programme is delivered to Fintan's standards, resolves operational issues and escalates strategic or specialist decisions to him.



DISCOVER ST LEONARDS

St Leonards has been at the forefront of education since its foundation in 1877. It is a traditional school, yet forward thinking and ever progressive in its outlook, offering a truly inspirational global learning environment for pupils aged 5 to 18.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with c.550 pupils from Kindergarten to Year 13, over 150 of whom are boarders, with boarding available from age ten. The Junior School accounts for 135 of the pupils of St Leonards, with plans to continue to grow our Junior boarding offering.

With 34 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is Ad Vitam ('for life'), and the approach to learning of the International Baccalaureate permeates all areas of school life, within and beyond the classroom. The IB ethos is central to all that we do in our school community, to our present day and to our future.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year for Academic Performance' in 2024 and 2026 by the Sunday Times

The average IB Diploma points score in 2025 was 36, with over 85% of all Higher Level (HL) scores graded at 7/6/5 (equivalent to A*/A/B at A level).

The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector leading golf programme is well established; the record school roll continues to grow; academic achievement is strong; public recognition of St Leonards is incredibly positive; the highest standards of pastoral care are provided by experienced and committed staff, and outstanding teachers are attracted to work in and become part of the inclusive and diverse St Leonards community.

One hour from Edinburgh Airport and approximately a one hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK for a second year running, is yet another opportunity. It truly is a special place to live and to work, offering an outstanding quality of life in the most scenic of surroundings.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB Learner Profile attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life, Ad Vitam.



Key responsibilities

Programme leadership and administration

- Own weekly golf operations and deliver an agreed weekly plan covering coaching, training, competitions, staffing, facility access and pupil participation. Translate the Director of Golf's strategy into practical delivery, working with the Director of Sport.
- Own the programme calendar and ensure records of pupil participation, fixtures, competitions, training and achievements are accurate. Communicate changes promptly and resolve scheduling conflicts.
- Manage operational purchasing and expenditure within agreed budgets and delegated limits. Report delivery, expenditure, pupil experience and operational risks at programme reviews.
- Ensure a positive pupil experience through reliable organisation, suitable access to activities and timely resolution of operational issues. Seek pupil and family feedback and act on agreed improvements.

Recruitment and admissions

- Lead the operational delivery of golf recruitment and act as the principal contact for prospective Golf Programme families. Work closely with Admissions to manage enquiries, visits, follow-up and the progression of prospective pupils through the admissions process.
- Deliver tours of the golf facilities and meetings with prospective parents and pupils. Explain the programme structure, participation options and progression opportunities clearly and accurately.
- Understand prospective players' needs and aspirations. Refer high-performance players and families requiring specialist advice to the Director of Golf for discussion of elite development and programme suitability.
- Own golf arrangements for Open Days, Showcase Days and recruitment events. Ensure facilities, presentations and visits are prepared, arrange the Director of Golf's involvement where appropriate and deliver timely follow-up with Admissions.

Pupil and parent communication

- Own routine communication with current golf pupils and parents. Ensure programme updates, coaching and competition schedules, travel details and changes are communicated clearly and on time.
- Deliver parent information evenings, ensure routine enquiries are answered promptly and refer specialist, pastoral or safeguarding matters to the appropriate member of staff.
- Liaise with Heads of Year over pupils missing lessons for golf activities and ensure absence arrangements are communicated and recorded.

Coaching coordination and pupil pathways

- Own coaching schedules and ensure the coaching programme is delivered effectively in line with Fintan Bonner's philosophy and standards. Confirm coaches, pupil groups, timings and suitable practice spaces.
- Ensure Golf Academy coaching sessions are delivered as planned and accurately recorded. Manage attendance, cancellations and rearrangements, and administer additional coaching enquiries and bookings through the School.
- Monitor operational delivery and pupil feedback, raise gaps or concerns with the Director of Golf and ensure agreed improvements are implemented.
- Ensure technical coaching and individual player development are delivered by the appropriate coach. Refer high-performance development and specialist programme decisions to Fintan Bonner.

Competitions travel and programme delivery

Travel and transport

- Own transport arrangements for training, tournaments and other golf activities. Ensure transport providers and school transport teams have accurate requirements and confirmed bookings.
- Own accommodation, itineraries and logistics for domestic and international tours, camps and performance trips, ensuring arrangements are confirmed and delivered within agreed budgets.
- Ensure trip documentation, risk assessments, parental information, consent and supervision arrangements are in place in accordance with school procedures.
- Ensure travel records are complete, arrangements are communicated clearly and agreed pupil safeguarding and welfare arrangements are implemented throughout trips and events.

Tournaments and the National Championships

- Own the competition calendar, entries and registrations. Ensure deadlines are met, venues and organisers receive the required information, and pupils are prepared for participation.
- Own and deliver the St Leonards National Championships in March, with accountability for the operational plan, entries, scheduling, venue liaison, communications, logistics and on-the-day delivery.
- Lead event planning meetings and ensure agreed actions are completed. Arrange the Director of Golf's advisory input and attendance at the Championships.
- Own operational delivery of other school golf competitions, camps and events. Maintain results and event records, review delivery and implement agreed improvements.

Operational relationships and facility access

- Own day-to-day operational relationships with St Andrews Links Trust, clubs, venues and other programme partners. Ensure agreed services, access and activities are delivered.
- Ensure training facilities and venues are booked, access is confirmed and joint activities are scheduled and communicated.
- Deliver the operational actions arising from strategic partnerships led by Fintan Bonner. Refer proposals for new strategic partnerships or changes to strategic commitments to him and the appropriate school leaders.

Promotion and programme reporting

- Deliver programme information and content for newsletters, the website, social media, photography and video, working with Admissions and marketing colleagues in accordance with school policies.
- Maintain records of pupil achievements and programme outcomes for reporting and promotion.
- Deliver agreed recruitment and retention activities and report operational outcomes to inform programme planning and review.

Resources welfare and professional standards

Clothing equipment and commercial support

- Own golf clothing orders, sizing, distribution and stock control. Ensure equipment issued to pupils is recorded accurately.
- Work with the Commercial Enterprise Manager, apparel suppliers and equipment providers on branded clothing, merchandise and related commercial activity.
- Ensure pupils have appropriate kit for training and competition and support consistent programme branding.
- Own delivery of agreed sponsorship commitments, including routine sponsor communication, hospitality, reporting, recognition and branding. Provide operational information for proposals and refer new strategic sponsorship opportunities to Fintan Bonner and relevant school colleagues.

Golf facilities and Golf Hub development

- Own day-to-day use of golf facilities and ensure equipment or facility issues are reported and followed through under school procedures.
- Provide operational requirements and pupil experience feedback for Golf Hub and facility development. Deliver agreed operational actions under the Director of Golf's strategic direction.

Safeguarding and compliance

- Follow school safeguarding, pupil welfare, health and safety, and operational policies, and report concerns promptly through the appropriate channels.
- Ensure required risk assessments and operational checks for transport, coaching, trips and events are completed by the appropriate responsible staff, and that agreed controls are implemented. Follow school procedures and relevant governing body requirements.
- Handle pupil, family, staff and commercial information confidentially and maintain accurate, secure programme records.

This is not intended to be an exhaustive list of responsibilities and duties. It is expected that the post-holder will participate in other reasonable activities which may be required to meet the needs of the School or for better fulfilment of the role.

Person specification

Essential

- Experience in sports administration, event coordination or programme management, including organising travel, competitions or events.
- Strong organisational and planning skills, attention to detail and the ability to manage competing priorities independently and collaboratively.
- Excellent interpersonal and communication skills, with experience dealing professionally with parents and external stakeholders.
- Competence in Microsoft Office and digital administration systems, and confidence in maintaining records and coordinating schedules.
- A professional, approachable and reliable manner; flexibility and a practical approach to solving problems.
- Commitment to supporting young people in a high-performance sporting environment and to following school safeguarding and welfare procedures.

Desirable

- Experience within golf or elite sport, with an understanding of junior golf pathways and competition structures.
- Experience working with sponsors or commercial partners and coordinating international travel.
- Knowledge of safeguarding requirements in sport and education.



THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via our School Talent/Teacheroo portal - link here **https://jobsearch.teacheroo.io/st-leonards.**

The closing time and date for applications to be received is noon on 26 November 2026

Interviews to take place shortly afterwards..

If you have not been contacted by this date, we thank you for your interest in the post; however, your application has not been progressed to an interview on this occasion.

Any questions may be directed to recruitment@stleonards-fife.org in the first instance.

Early applications are encouraged as St Leonards reserves the right to interview and close the post early.

All successful applicants will be required to undertake a Criminal Record check and either hold or be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.



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