



KING'S HOUSE SCHOOL
SPORTS GROUND

Racquets Manager/ Head Pro



The Role

The Racquets Manager/Head Pro oversees the daily operations of a tennis facility, ensuring a high-quality experience for members, guests, and staff. This role includes program development, staff supervision, event planning and facility maintenance. The ideal candidate is passionate about tennis, highly organised, and skilled in both customer service and business management. How to apply: please complete the application form on our website

<https://kingshouseschool.org/application-form/>

Closing Date: 31st October 2025

Start Date: ASAP

- Stipend: £12,000 per annum.
 - No monthly court fee and priority court bookings. This is in addition to the stipend
- Reporting to: Enterprise Manager
- Contract type: Full time, self-employed agreement

We welcome early applications and will consider holding interviews before the closing date for strong candidates.





Job Description

Responsibilities

To include but not limited to:

Program Management

- Develop and implement tennis programs for all ages and skill levels (lessons, clinics, leagues, tournaments).
- Coordinate with coaches to ensure consistent and high-quality instruction.
- Monitor participation levels and adjust programming accordingly.
- Work with the Enterprise Manager and Head of Sport when coaching pupils of the School
- A requirement to maintain LTA accreditation, including 'regular liaison' with the LTA

Staff Management:

- Recruit, train, schedule, and supervise tennis coaches, instructors, and support staff.
- Conduct regular performance reviews and staff meetings.
- Work alongside the School's HR and Management Team to ensure compliance of all staff

Customer Relations:

- Serve as the primary point of contact for member and guest inquiries or complaints.
- Build relationships with members to encourage participation and retention.

Facility Operations:

- Oversee court reservations, maintenance schedules, and general upkeep of tennis facilities.
- Ensure compliance with health and safety standards.

Budget & Administration:

- Develop and manage the tennis department budget.
- Manage pro shop operations (if applicable), including inventory and sales.



Person Specification

The ideal candidate will have some or all of the following:

- Proven experience as a Tennis Manager, Tennis Director, or similar role in a club or recreational setting.
- Strong knowledge of tennis instruction, programming, and event coordination.
- Excellent leadership, communication, and organizational skills.
- Customer service-focused with the ability to manage relationships with members and staff.
- Strong IT Skills
- Experience with scheduling software, budgeting, and basic business operations.
- Certified tennis professional (Level 3 or above) preferred.
- CPR and First Aid certification (or willingness to obtain).

The successful candidate would be expected to generate income for the school, and fellow tennis coaches (including the head pro) from marketing and managing tennis programmes. This can include, but not be limited to:

- Clubs
- Coaching
- Holiday Camps

Safeguarding

King's House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the school's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Equal Opportunities Employer

King's House School is an equal opportunities employer that believes in equal opportunities for all, celebrates, and welcomes diversity. Employment decisions throughout the school are made without regard to any status protected by law.

If you require any reasonable adjustments at any stage of the application process, please feel free to contact our HR Manager via email: towersey-veal.g@kingshouseschool.org or detail the adjustments in your application.





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