



IPSWICH SCHOOL

EVENTS SUPERVISOR- (Maternity Cover)
(35 hours per week), mostly term-time with some hours in School holidays
Hours may vary according to events
Required from September 2026

THE SCHOOL

Ipswich School has been listed as one of the top 100 schools in the country and is certainly one of the foremost independent schools in East Anglia. We were established prior to 1399, although we moved to our present site in 1852. We have just over 1000 pupils aged between 3 months and 18 years and are fully co-educational.

Find out more about the School by visiting our website: www.ipswich.school.

THE POST

The Events Supervisor plays a vital role in delivering high-quality hospitality services across Ipswich School's events, including sports fixtures and special functions. Working closely with the Hospitality & Catering Personnel Manager, the post-holder will help plan and oversee the smooth operation of events, ensuring excellent service standards and guest satisfaction. The role also includes supporting the school's daily lunch service as directed by the Catering Operations Manager.

RESPONSIBLE TO

The Events Supervisor will be responsible to the Hospitality and Catering Personnel Manager and will also work closely with the Catering Operations Manager and Head Chef.

MAIN DUTIES AND RESPONSIBILITIES

Planning

- Assist in the planning and preparation of catering for school events and sports fixtures
- Ensure appropriate equipment and supplies are available for each function.
- Attend weekly coordination meetings with the Hospitality & Catering Personnel Manager, Director of Sport, Heads of Sport, and Estates Manager to review upcoming events and update sports tea requirements
- Schedule and allocate staffing for catering services at sports fixtures.

Operating

- Oversee the preparation and presentation of allergen labels for all packaged items.
- Assist with the daily lunch service as directed by the Catering Operations Manager.
- Brief and lead front-of-house staff to deliver a courteous, professional, and efficient service.

- Act as a key point of contact for event organisers, pupils, and guests, maintaining a welcoming and customer-focused approach.
- Maintain the weekly events planner displayed outside the main kitchen.
- Identify and resolve any operational or venue-related issues promptly, working collaboratively with the Hospitality & Catering Personnel Manager.
- Supervise, support, and mentor event staff, including task delegation and on-the-job training.
- Coordinate event set-ups and oversee the delivery of lunches and buffets across all school sites: Senior School, Prep School, Pavilion, Notcutts, and Rushmere.

Health and safety

- Ensure full compliance with food hygiene, allergen regulations, and health & safety standards at all events
- Confirm all catering areas are cleaned, locked, and secured following use.
- Communicate and ensure awareness of any guest dietary requirements among the front-of-house team.

This list is not exhaustive and duties may be changed or added to as determined from time to time.

PERSON SPECIFICATION

You should have the following attributes

- Full UK manual driving licence (required for use of school catering vehicles).
- NVQ Level 2 in Hospitality or equivalent qualification.
- Proven commitment to delivering exceptional customer service.
- Flexible, proactive, and capable of working independently as well as part of a team.
- Strong interpersonal and communication skills.

HOURS OF WORK, PAY AND BENEFITS

- This is a Fixed term, full-time, term-time post which is subject to a probationary period of 6 months
- The hours of work are 35 hours per week during Ipswich School term time (35 weeks per annum). There may be some occasional hours required during the school holidays, to be agreed with the postholder and dependent on the requirements of the department, and some slightly longer days when demand is high.
- The hours of work are Monday to Friday, 8:00am to 3:30pm, inclusive of a 30 minute unpaid break. This is 7 hours per day, 35 hours per week, during Ipswich School term time (35 weeks per year). Flexibility is required with these hours according to the events calendar and the nature of this role. For example, on some occasions you may need to alter your start and finish times.
- Please note you are always expected to work your normal hours on the two days prior to the start of the Michaelmas (Autumn) term each year, and on the INSET day (currently in February each year). These days are staff INSET days for training and development activities and they are included in the definition of Ipswich School term time.
- Additional hours may be required from time to time (with additional pay).

- The salary for the hours as described is £19,935.96 per annum.
- The annual salary quoted includes statutory holiday pay. Annual leave may only be taken outside of Ipswich School term times.
- Salaries are paid monthly in arrears by BACS on the last working day of each month throughout the year. Pay is reviewed, but not necessarily increased, annually.
- Staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations).
- After 3 months' service you will be entitled to join a defined contribution pension scheme and you will receive 3x death in service cover.
- Staff are able to use the School's swimming pool and fitness gym free of charge (in compliance with appropriate rules and regulations).
- Meals are provided whilst on duty.

CLOSING DATE AND INTERVIEW ARRANGEMENTS

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms should be sent to hr@ipswich.school

PLEASE NOTE

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School Policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School she/he must report any concerns to the School's Designated Safeguarding Lead.
- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Ipswich School operates a No Smoking Policy. Strict observance of this Policy is a condition of employment at the School as is compliance with the statutory restriction on smoking in public places.

Sept 2026