



Warwick  
Schools  
Foundation



## Information for Applicants

**Casual Hospitality and Events Assistant**

**To start ASAP**

# Welcome from the Foundation Principal



**Thank you for the interest you have shown in the role of Casual Hospitality and Events Assistant.**

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint a Casual Hospitality and Events Assistant to help a busy and thriving Catering and Events Department.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

**Richard Nicholson MA (Oxon)**  
**Foundation Principal**



# About Warwick Schools Foundation

Warwick Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils while being an exceptional place to work and the first choice for those seeking independent education for their children.

Our historic schools are Warwick Junior School and Warwick School, which operate as a through-school for boys, and Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep.

These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In 2021 we welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school, and in 2025 will extend its educational provision to boys as well as girls all the way from 3-18.

More information about the schools may be found on their websites:

[www.warwicksschool.org](http://www.warwicksschool.org)

[www.warwickprep.com](http://www.warwickprep.com)

[www.kingshighwarwick.co.uk](http://www.kingshighwarwick.co.uk)

[www.thekingsleyschool.co.uk](http://www.thekingsleyschool.co.uk)

More information on the Foundation can be found at:

[www.warwicksschoolsfoundation.co.uk](http://www.warwicksschoolsfoundation.co.uk)

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- IDPE
- HMC
- IAPS
- ISA
- ISB



# Organisational Structure

Warwick Schools Foundation, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

'To advance education by carrying on in or near Warwick, day and boarding schools for boys and girls.'

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson. He is supported by the Foundation Bursar, Mrs Victoria Espley, who acts as Chief Operating Officer for the Charity.

This role will report to Event Operations Manager.



# Our Facilities

## Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

## Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resource



# Job Description

## Post Title:

Casual Hospitality and Events Assistant

## Hours of Work:

Casual

## Salary range

£14.87 per hour (£12.71 plus £2.16 holiday pay).

## Location

On Site

## Start Date

ASAP

## Reporting Lines

The post holder will report to the Event Operations Manager

## Purpose of this Job Description

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

## Responsibilities

- To provide the highest quality of customer service to patrons of the venues, to include giving information on facilities and events
- To manage customer tickets upon entry to the venue

- Overseeing movement of visitors in and out of venues, and at times assisting the front of house manager in making necessary announcements to ensure that all parts of an event run smoothly
- To ensure all areas are set up correctly as per event sheet or direction from front house manager
- To ensure that all event spaces remain clean and tidy during an event with regular spot checks of rest rooms and communal spaces
- Be responsible for the safe use of cleaning chemicals within the Front of House areas ensuring that the COSHH regulations are adhered to at all times.
- To assist the front of house team with delivering of any booked refreshments, retail sales and ticketing
- To undertake cash handling and stock control training to enable accurate reporting
- Ensure Allergen Regulations 2014 are being adhered to at all times by all staff and visitors
- Having an awareness of the security in the venues, including the flow of people in/out of the venue, and any incident which may need reporting to the front of house manager
- To ensure correct uniform is worn at all times to the correct standard
- To attend regular in-house training sessions to ensure confident understanding of health and safety & safeguarding procedures

- To remain on site until dismissed by the front of house manager even if this over runs your expected finish time
- To take down and bring inside and relevant event signage
- Any other reasonable tasks that may be required while on duty

## Additional duties

- The post holder must comply with the Data Protection Act 1988, the Computer Misuse Act 1990 and all other policies as detailed on the Foundation Hub and in the staff handbook.
- To report any Health & Safety problems to the Health & Safety Manager.

## Safeguarding and Protection of Children and Young Persons

In accordance with the Children’s Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

# Job Description

## Health and Safety

As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

# Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Competent English Language skills</li> <li>• Basic key skills</li> </ul>	<ul style="list-style-type: none"> <li>• Passed in GCSE Maths &amp; English or equivalent</li> <li>• Basic food hygiene certificate</li> <li>• Allergen regulations 2014</li> </ul>
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working in a public facing role</li> <li>• Excellent customer service</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a theatre front of house role</li> <li>• Experience of working in the hospitality/bars/catering sector</li> <li>• First Aid Trained or willingness to undergo training</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent time management throughout the shift</li> <li>• Excellent communication skills</li> <li>• Clean and Tidy Appearance</li> <li>• Effective communicator</li> <li>• Team player</li> <li>• Integrity and discretion</li> <li>• Interested and happy to communicate with young people</li> </ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• A calm and level-headed manner when dealing with busy events and members of the public</li> </ul>	<ul style="list-style-type: none"> <li>• Passion for events, theatre and live performance</li> </ul>
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• Understands their role in the context of safeguarding children, young people, and vulnerable adults</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of Equality and Diversity</li> </ul>	

# Further Details

**Working hours:** Casual (zero hours)

**Working weeks:** Monday to Sunday

**Pay Banding:** Point 11 of WSF payscale

## Other benefits:

- You will be opted into the Foundation pension scheme.
- Employee Assistance Programme.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service
- Access to a wide range of retail discounts
- A strong, supportive staff community.

## Appointment Method

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

## Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



## Appointment Timetable

Completed applications should be submitted to [hr@warwickschools.co.uk](mailto:hr@warwickschools.co.uk)

Deadline for submission of applications  
(on the standard application form): Ongoing

Interview date: Ongoing

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Warwick Independent Schools Foundation, a registered charity, number 1088057  
A company limited by guarantee; Registered in England; company number 4252305  
Registered office: Warwick School, Myton Road, Warwick CV34 6PP