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HAMPTON SCHOOL

JOB DESCRIPTION

EVENTS / BAR STAFF

CASUAL HOURS – EVENING AND WEEKEND WORK

Job Title: Events/ Bar Staff

Reporting line: Events Co-ordinator/ Deputy Bursar in their absence

Location: Hampton School

HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the very best achieved anywhere, while the very wide range of co-curricular activities on offer provides each boy with the opportunity to shine and the means to explore new interests. Nearly all our leavers go on to undergraduate courses at Russell Group or equivalent universities/medical schools. Around 25 Hamptonians gain places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between staff and pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that our pupils and staff enjoy the use of first-class facilities across all areas of School life. These include a state-of-the-art, all-weather 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Science, Technology, IT and Languages. In terms of future projects, we are looking forward next to the opening of our new Sixth Form Study Centre in Spring Term 2018. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning as being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. Further information and a copy of the full ISI report can be found on the School website.

We hope you share our vision for an inspiring, modern and exciting education. Further information for prospective teaching staff can be found at: <https://hamptonschool.org.uk/teachingathampton>

Role Summary

Hampton School are seeking to appoint casual Events/Bar Staff to assist with School and Hammond Theatre Events. Applicants must be available to work evenings and weekends and be over 18 years of age.

Working as part of the Events team you will play a key role in supporting School events such as formal dinners, parents' evenings and external lettings. The Hammond Theatre is a contemporary Performing Arts Centre located at Hampton School, one of the UK's most successful independent schools. The theatre hosts an extensive calendar of School events and a varied programme of drama, dance, music and comedy plus Live Theatre screenings for all ages including NT Live, Royal Opera House and a number of other independent productions.

The main responsibilities and duties of the post are:

- To assist in the planning and execution of School events and external lettings
- Provide a high level of customer service to parents, clients and external visitors to the School
- To wait at informal events, formal dinners and/or work on the Hammond Bar
- To assist the Events Co-ordinator in all aspects of planning, setting up and clearing away for School events and external lettings
- Assist in the re-stocking of supplies for events, as required
- To monitor the working environment with regards to Health & Safety and to make recommendations where necessary
- Keep work areas clean and stocked as required
- To carry out other duties appropriate to his/her experience and ability and or at the Direction of the Events Co-ordinator.

Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a "flavour" of the position and responsibilities and is not necessarily comprehensive, however, the employee may be called on to perform other tasks as directed by the Events Co-ordinator, Deputy Bursar, Bursar and/or Headmaster or anyone acting on their behalf.

Person Specification

The successful candidate will demonstrate the following essential skills, experience and qualifications:

- A commitment to the safeguarding and wellbeing of pupils at Hampton School
- Previous experience of table waiting or bar work is desirable.
- Understanding of Food Hygiene (or the willingness to undertake training)
- Understanding of Health and Safety in a work environment (or willingness to be trained in the health and safety aspects of a safe events/bar environment)
- Excellent customer service skills combined with a warm and welcoming personality
- Energy, commitment and enthusiasm, directed towards the smooth running of School events and external lettings
- Be flexible and adaptable in order to meet the ever-changing needs and priorities of School events and external lettings
- To be organised with the ability and willingness to learn new skills
- A willingness to assist and deal confidently with both pupils and staff across the School
- Excellent communication and administrative skills and the ability to work on your own initiative

- To be professionally presented with a friendly/polite demeanour and good communication skills to work co-operatively within the team and be prepared to assist with whatever appropriate tasks as directed
- You will possess good interpersonal skills, be a team player and have the ability to learn quickly and integrate into a busy School environment
- Applicants must be over 18 years of age as the role involves the handling of alcohol.

Other

- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.

Training

- Where necessary, to undergo on the job training under the general direction of the Head of Department to increase competence, proficiency and safety awareness.
- To attend INSET training outside the school where appropriate to increase competence, proficiency and safety awareness.

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview please inform the School.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

1. Salary

The rate of pay will be £10.91/hour salary which is based on the Hampton School Scale for Support Staff Scale Point 11 (full-time equivalent being £22,693).

The Governors review salary Scales each year to ensure they remain competitive; it is paid by bank transfer on the 25th of the month, or next working day thereafter.

2. Hours and Holidays

This is a casual position and applicants must be available to work evenings and weekends.

The hourly rate includes pay for holidays.

3. Probation

The appointment is subject to the satisfactory completion of a twelve months probationary employment after which it will be confirmed, or extended for a further period not exceeding six months.

4. Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months
Eight years but less than twelve years	One week for each year of continuous employment
Twelve years or more	Twelve weeks

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

Further details of the School are available on the website.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

November 2018