

ST GEORGE'S
ASCOT 

Application Pack

for the position of

Hospitality/Events Supervisor
(Full-time)

Start date: As soon as possible

About St George's

St George's is a thriving independent boarding and day school of 270 girls aged 11-18, around 45% of whom are boarders (full, weekly and flexi), and with a Sixth Form of approximately 80 pupils. St George's offers an ambitious, connected and future-facing education tailored for pupils to realise their potential both at school and in fulfilling adult lives ahead.

Awarded 'excellent' in its November 2022 ISI inspection, the school is a place where girls flourish academically, creatively, physically and morally, a place where risks can be taken, lessons are learnt and challenges are welcomed.

We are a welcoming school with a warm sense of community. Visitors are impressed by our facilities within a beautiful setting and the ambition of our educational provision.

Our unique extended day allows all girls the time and space to foster confidence, independence and academic curiosity providing a future-facing education exclusively for girls in a world not yet designed for girls and introduces them to contemporary subjects and topics, through speakers, workshops, classes and visits.



Our Location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street.

We are close to Windsor and Bracknell and equidistant from the M3 and M4 motorways.

Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.



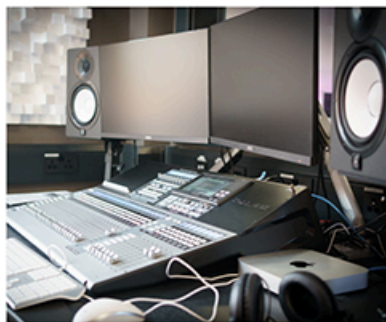
All facilities are on site and include, amongst others

- 25m, 6-lane indoor swimming pool
- Separate drama studio
- Large sports hall
- Three lacrosse/football pitches
- Eight tennis courts
- Light airy classrooms
- Purpose-built library
- A fabulous dining room serving our delicious award-winning food
- Three cosy, family-style boarding houses - one of which is solely for use by the Upper Sixth giving all girls (boarding and day) the space to study for their A Levels
- State of the art 300-seat theatre
- Brand new dance studio
- Technogym fitness suite
- Sports pavilion
- Six floodlit netball courts
- Squash court
- Science centre
- Photographic, textiles and art studios
- New state of the art Music technology suite and recording studio
- One fully equipped ICT suite and two additional ICT labs
- State of the art cookery and food technology room



“ St George’s combines small-school cosiness with big-school facilities. ”

TATLER



Role and Responsibilities

The main role of the Hospitality/Events Supervisor is to administer, manage and supervise hospitality activities across the School under the direction of the Domestic Bursar, ensuring the highest degree of professional standards are maintained in the delivery of formal and informal functions. Exceptional customer service is paramount, as is personal presentation and attention to detail.

The Hospitality/Events Supervisor is required to undertake the following duties, which are not exhaustive and will be subject to periodic review:

- Ensure preparation of the functions is completed ahead of the events;
- Carry out staff briefing ahead of the events;
- Adhere to all Health and Safety, Food Safety and Allergen regulations, and promote a safe, team-work attitude and environment.
- Carry out any necessary event preparation including processing catering requests, functions sheets, costings etc;
- Support the Housekeeping department when needed. Ensure the areas are cleaned before setting up for events and liaise with the Domestic Bursar at all times.
- Manage the 'Front of House' service as directed by the Domestic Bursar as and when required.



- Record all alcohol/soft drink usage in order for bills to be raised; complete 'Special Catering' spreadsheets.
- Promote a positive, 'can do' attitude and ensure functions and tasks are carried out in a professional manner at all times.
- Support and mentor colleagues to help with the successful delivery of functions;
- Ensure events are planned out well in advance;
- Ensure effective communication with colleagues, reporting any issues to the relevant people/departments.
- Attend meetings and training as required.
- Assist with the School Lettings.
- Carry out all other reasonable duties or requests as deemed appropriate by the Domestic Bursar.

Person Specification

The Hospitality/Events Supervisor must be self-motivated with superior planning and organising capabilities, outstanding customer service skills and an excellent eye for detail.

He/she should be capable of working alone unsupervised, or as part of a team, with the ability to receive and give instructions and direction.

The Hospitality / Events Supervisor must be able to communicate effectively with customers, be professional at all times, enthusiastic, punctual and reliable .

Experience of working in a similar role would be advantageous. In addition Basic Food Hygiene and Health and Safety certificates are desirable, but not essential as training will be provided.

Experience of Word and Excel would be an advantage, however training will be provided if necessary.



“ The school is an inclusive community in which those from different backgrounds get on extremely well together. ”

INDEPENDENT SCHOOLS INSPECTORATE



Salary and Further Information

Support Staff

- a. **Start date:** As soon as possible
- b. **Salary:** The salary for this role will be in the region of £26,000 - £27,000 per annum dependent on experience.
- c. **Pension:** The successful candidate will be auto-enrolled into the School's pension scheme if eligible.
- d. **Hours of work:** This is a full-time position working up to 40 hours per week, throughout the year, on a rota basis across a seven day working week. The role will include evening and weekend work to cover the business needs of the School. The successful candidate will be required to work such alternative or additional hours as may be necessary to properly perform their duties.
- e. **Holidays:** The School holiday year runs from 1 January to 31 December. For the successful candidate, the holiday entitlement is five weeks plus bank holidays annually (and pro rata in every year in which your service is less than the holiday year). Five days leave must be reserved to cover the period surrounding the Christmas and New Year shutdown. These additional days will be specified by the Bursar and will be dependent on how the calendar falls over the Christmas period. Bank holidays occurring during term time are considered to be normal working days. Leave should be taken in School holidays.
- f. **Notice Period:** The first year of employment will be a probationary period. During this time, performance and conduct will be monitored. The School may extend the probationary period at its discretion. During the probationary period, the notice required to terminate the employment will be one week, increasing to one month by either side upon successful completion of the probationary period..

Additional Staff Benefits

- Use of facilities
 - Staff have use of state-of-the-art gym with Technogym equipment at allocated times
 - Staff swimming sessions and family swimming sessions in the recently built 25m, 6-lane indoor pool
- Supportive Continuing Professional Development (CPD) programme
- Ample free onsite parking
- Freshly prepared, nutritious lunches in the Dining Room during term time. Refreshments are also available throughout the day in the Staff Room. Meals and refreshments are free of charge.
- There are a number of social events throughout the year that staff are invited to attend.
- The post holder's children may, upon passing the entrance assessments, be eligible at the discretion of the Governors for a reduction on the basic tuition fees.





CONFIDENT | CAPABLE | CONNECTED



“

We're delighted to welcome St George's Ascot to the Google for Education Reference School Program!

Your school is doing exemplary things with Google tools and we're excited for you to join this select group of Reference Schools.

”

THE GOOGLE FOR EDUCATION TEAM

The Process

Letters of application should be no more than two sides of A4 and, together with the completed application form and confidential cover sheet should be marked FAO Mrs A M Craciun (Domestic Bursar) and emailed to recruitment@stgeorges-ascot.org.uk

The School reserves the right to interview and/or appoint at any time during the recruitment process. The position will close as and when a suitable candidate is appointed.

Any queries about this post may be made in the first instance to Mrs Teresa Barber (Resources Officer) on 01344 629979 or by email to tbarber@stgeorges-ascot.org.uk.

St George's School is committed to safeguarding the welfare of children at the School. A review of open source social media and online content will be conducted after candidates have been shortlisted and you may be asked about this at interview. The appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.



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UNDER AN HOUR FROM
GATWICK



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INTERNATIONAL
PUPILS



FOUNDED IN
1877



100%
PASS RATE
AT A LEVEL

GRADED A* - C



99%
PASS RATE
AT GCSE

GRADED 9 - 4

**EXCELLENT
PASTORAL
CARE**

AND ONSITE
CHAPLAIN



70+

CO-CURRICULAR

CLUBS

3 OUT
OF **4**

PUPILS
ACHIEVED THEIR
**1ST CHOICE
UNIVERSITY**



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SUBJECTS
AND
23 A LEVEL
SUBJECTS
ON OFFER**



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PLAN**

INCLUDING:

**SWIMMING
POOL**



**COOKERY
ROOM**



MUSIC TECH



**DANCE
STUDIO**

**FITNESS
SUITE**



12

THEATRE
PRODUCTIONS
EACH YEAR



60% DAY
PUPILS

40%
BOARDERS



30

ACRES OF LEAFY
COUNTRYSIDE ON SITE



CONFIDENT | CAPABLE | CONNECTED

www.stgeorges-ascot.org.uk

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