



# SHERBORNE SCHOOLS GROUP

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2027.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

**Sherborne Boys** is a full-boarding and day school for boys aged 13–18. Combining over 500 years of heritage with modern excellence, the school cultivates confident and compassionate young men. Pupils follow a broad curriculum including GCSEs, A Levels, and BTECs, supported by an extensive co-curricular programme.

**Sherborne Girls** is a full-boarding and day school for girls aged 11–18. It offers an empowering education that nurtures ambition, self-belief, and a strong sense of individuality. The curriculum spans GCSEs, A Levels, and BTECs, complemented by wide-ranging opportunities for personal growth, creativity, and co-curricular engagement.

**Sherborne Prep** is a co-educational day and boarding school for children aged 3–13. The school provides a warm and nurturing environment where curiosity, confidence, and foundational skills are developed for life, ensuring pupils are well prepared for the next stage of their education.

**Hanford Prep** is a day and boarding school for girls aged 7–13, set in the Dorset countryside. It offers a rural haven where girls can explore, grow, and build resilience in a joyful, character-rich setting, while achieving impressive results both in and beyond the classroom.

**Sherborne International** is a co-educational short-term boarding school for pupils aged 8–17. It specialises in English language teaching, subject support, revision, and preparation for UK schools, providing an engaging and supportive environment where pupils can quickly develop confidence and academic skills.

## **JOB DESCRIPTION**

### **Sherborne Schools Group Recruitment and Selection Policy Statement**

Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers, criminal record check and social media checks. All positions within the schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

### **EVENTS AND HOSPITALITY ASSISTANT**

#### ***Principal Role***

This role supports the delivery and promotion of Sherborne Schools Enterprises events and our hospitality outlets, Queenie's Coffee Shop and The Hub. The successful candidate will bring a proactive, organised, and commercially minded approach, contributing to a dynamic team focused on operational excellence and business growth. Some evening and weekend work will be required. While their primary place of work will be Sherborne International the postholder will also be expected to contribute to and support initiatives across the wider Sherborne Schools Group. From time to time, they may be required to work at other schools or sites within the Group to meet the needs of the business.

**Primary** Sherborne International

**Location:** You may be required to work at other schools or sites within the Group to meet the needs of the business.

**Reporting to:** Commercial Events Manager

**Hours of Work:** 35 hours per week. All-year-round role.

Working hours will generally fall between 9.00am to 5.00pm Monday to Friday. However, working hours and days are subject to change to ensure that evening and weekend working requirements are fulfilled in order to support Events. Flexibility in hours will be required on occasion to meet the demands of the post.

#### ***Core Responsibilities***

##### **Hospitality Operations**

- Provide hands-on support as needed to maintain smooth service of Queenie's and The Hub, ensuring high standards of customer service and product quality.
- Ensure consistent quality control for all food and beverage offerings
- Ensure compliance with all health and safety standards.

##### **Events Support**

- Assist the Commercial Events Manager with planning, coordinating, and delivering Sherborne Schools Enterprise events (e.g., comedy nights, themed events, performances, live music, wedding fairs).
- Liaise promptly and professionally with internal stakeholders, external suppliers, and partner organisations.
- Support event marketing and promotion across relevant channels, including social media.

- Provide hands-on assistance during events, such as operating tills, preparing beverages, assisting with catering, and other operational tasks.

### **Additional Responsibilities**

- Support the preparation of the annual events plan, including scheduling, bookings, and budgeting.
- Attend meetings as required.
- To assist and support the Commercial Events Manager with administrative tasks as and when necessary
- Collaborate with the wider Sherborne Schools Enterprises team to deliver the annual activity plan.
- Undertake market research as directed by the Commercial Events Manager.
- Work with school staff and the marketing team as needed.

### **Other Responsibilities**

- Undertake any other reasonable duties as required by the Commercial Events Manager, including providing support across Sherborne Schools Group schools as necessary.
- Contribute to the wider life of the Group, including events, initiatives, or projects that enhance collaboration between schools.
- Be flexible in place of work, and undertake duties at other Group schools or sites where required, in order to meet operational or strategic needs.
- Promote and uphold the values and ethos of Sherborne Schools Group in all professional activities, ensuring consistency across the community.

**Duties - this is not intended to be a comprehensive list of the tasks that will be covered and other tasks will be undertaken at the direction of the Commercial Events Manager.**

### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• GCSE Maths and English (or equivalent qualification)</li> <li>• Full clean driving licence</li> <li>• ICT literate – spreadsheets / planning details</li> <li>• Previous hospitality experience (customer facing)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in organising and planning events</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Keen eye for detail and planning</li> <li>• Great organisational skills</li> <li>• Good communicator both written and spoken</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A team player and enthusiastic approach</li> <li>• Be professional and have a positive 'can do' attitude to solving problems</li> </ul>	

**Training Requirement for the Events and Hospitality Assistant – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School.**

<b>Training</b>	<b>To be completed by</b>	<b>Frequency of training</b>
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Emergency First Aid at Work Training	Within the first term of employment	As required
Food Safety & Hygiene (Level 3)	Within the first week of employment	As required

**Salary Range:** £23,205.00 to £23,769.20 per annum depending on skills and experience. Which equates to £12.75 to £13.06 per hour for working 35 hours per week. Salary paid monthly in arrears direct into nominated bank account.

**Holidays:** 5 weeks holiday per year + Bank Holidays.  
Attendance will be required on Bank Holidays that fall during term time, for which time off in lieu will be given. Holiday only to be taken following prior authorisation from the Commercial Events Manager taking into account busy periods.

**Pension:** The postholder will be able to join the Schools Pension Scheme. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).

**Probationary Period:** In accordance with School policy, all appointments are subject to a six-month probationary period.

**Medical Self Declaration:** The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.

**DBS Disclosure (Police Check)/References:** As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

**Postholder's Responsibility:** You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

### **Benefits**

- Generous School Sick Pay scheme
- Reduced membership a designated Sports Centre
- Membership of the School library
- Free onsite parking (subject to availability)
- Lunchtime meal, during School term time for staff working a full day
- Employee Assistance Programme offering free counselling / legal / medical support

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

**Method of Application:**

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date - please do not send in a curriculum vitae as we are unable to use them when short listing.

Alternatively, please download and complete the Sherborne Schools Group Application Form (Word document) available at <https://www.sherborneschools.group/group-vacancies> and return it to [hr@sherborne.org](mailto:hr@sherborne.org)

In the event of any queries please contact: Human Resources  
Sherborne School  
Tel: 01935 810502  
Email: [hr@sherborne.org](mailto:hr@sherborne.org)

Closing date for applications: 9.30am – Tuesday 5 May 2026

Interviews likely to take place: Tuesday 12 May 2026

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW DURING THIS TIME

Anticipated start date: As soon as possible