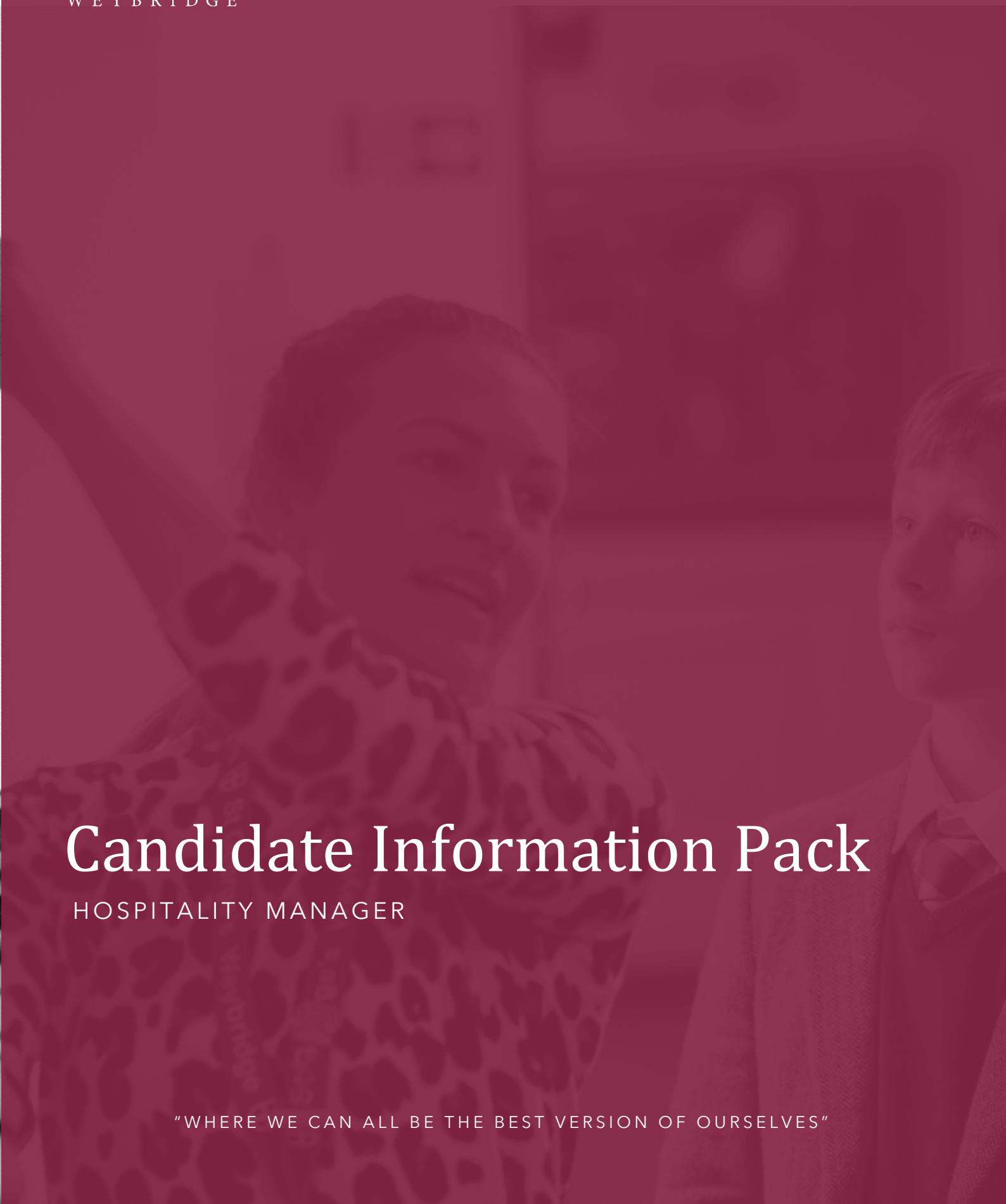
St George's
WEYBRIDGE



Candidate Information Pack

HOSPITALITY MANAGER

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"

About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 2-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating over 1,600 students across the two school sites. Both Schools had full ISI inspections under the new framework in March 2024, and were rated fully compliant in all areas.

St George's Weybridge is proudly and unequivocally a 2-18 co-educational school where children can learn and grow into kind, considerate adults who make a positive contribution to society. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Together with our Josepite ethos, these are what make St George's unique – and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from all faiths and none, whilst maintaining our strong Catholic identity. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.









Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 80 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark – a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block – providing first-class science teaching facilities, as well as modern preparation rooms.

"I'm proud to be a part of the St George's family; everyone has been very supportive & friendly. I truly enjoy working here as there is great variety and I particularly love watching the deer run across the field when I arrive early in the morning!"

Elif

"I hadn't worked in education before. The recruitment pack had all the information I needed before starting to work. I was made to feel extremely welcome and nothing is too much trouble".

Mauricio



"Recently leaving a FTSE 100 company after 16 years to join St George's was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"

Leila

The Role

Job Title:	**Hospitality Manager**
Line Manager:	**Head of Catering**
Salary:	**£30,000.00 per annum pro-rata inclusive of holiday pay (£44,179.20 FTE)**
Hours:	**35 hours per week, hours will vary with the events calendar and will regularly include evenings and weekends, reflecting the pattern of parents' events, governor dinners and Saturday sport, a time off in lieu arrangement will apply for hours worked outside the core week**
Contract:	**Permanent, Term Time Only plus one week before the start of the September INSET period (36 weeks per year)**

Summary of the role:

St George's wants its public-facing hospitality – parents' events, cheese & wine evenings, governor dinners, prospective parent events and Saturday match teas – to look and feel as good as the food already tastes. The Hospitality Manager owns the presentation, style and flow of these events: menus, table settings, food styling and service, so that every guest experiences something distinctive and a cut above the everyday. The role also builds the training and standards needed so that this level of presentation is maintained when the postholder is not personally present.

Main duties & responsibilities:

Events & Presentation

- Plan and personally oversee the presentation and "look" of all public-facing hospitality events, bringing imagination and creative flair to food styling, table settings and room dressing.
- Set and enforce portion sizes appropriate to the format of each event (canapés, buffets, standing receptions) so that guests can eat elegantly, without excess waste or mess.
- Liaise with the host of each event – Marketing & Admissions, Development, Governance, Sport, or the individual schools – to understand the audience and occasion and calibrate style and tone accordingly.
- Cost, plan and order for events, working within agreed budgets, and monitor spend and wastage.

Team & Training

- Design and deliver training for catering and hospitality staff in presentation, food styling and front-of-house service, so that events can be run to the same standard by the wider team when the Hospitality Manager is not present.
- Produce simple, usable standards and guides (for example plating and portion guides, event set-up checklists) that make the standard repeatable, not dependent on one person.
- Lead, motivate and develop a hands-on hospitality team; brief staff before each event and debrief afterwards.

The Role cont.

Main duties & responsibilities continued:

Standards & Compliance

- Ensure full compliance with food hygiene, allergen management and health & safety requirements at every event.
- Maintain the cleanliness, tidiness and good order of all hospitality and catering areas.
- Report any incidents, complaints or compliments promptly to the Head of Catering.

Administration & Support

- Support the Head of Catering with the wider running of the Catering Department as required.
- Use the school's booking and ordering systems to track event requirements in good time.
- Undertake any other reasonable duties as requested, with a flexible approach.

Other

- Anything reasonably requested by the Head, the Bursar, or the Board of Governors.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.

Person Specification

Knowledge and Experience:

Essential Criteria

- Proven experience delivering hospitality, events or front-of-house service to a high standard (for example in a hotel, private member's club, corporate hospitality or fine dining setting), presentation skill matters more than sector.

Desirable Criteria

- Experience of hospitality in a school, members' club or similarly aspirational environment.
- Level 2 or Level 3 Food Safety qualification (or willingness to obtain).
- A full UK driving licence.

Skills and Abilities:

Essential Criteria

- A genuine creative eye for food presentation, table and room styling.
- Confidence in training, coaching and delegating to others.
- Ability to step back and empower a well-briefed team to run an event without the postholder being personally present.
- Excellent interpersonal skills, with confidence and ability to engage effectively with parents, governors, VIP guests, staff and pupils.

Personal Qualities:

Essential Criteria

- Willingness and ability to work flexibly, including regular evenings and weekends, in line with the school and events calendar.
- Professional, approachable and confident manner when interacting with a wide range of stakeholders.
- Self-motivated and supportive of a team-based approach to event delivery.

Benefits (Non-Contractual)



Pension

Subject to meeting the qualifying conditions, all Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge offers the option of flexible levels of employee contribution made via Salary Exchange. Employer contributions are competitive and reviewed regularly to maximise the future financial wellbeing of our staff. Full details are available from the HR Team.

Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.





Medical Support and Employee Assistance Programme

The Benenden Cash Plan provides support with everyday healthcare by providing money back on routine healthcare costs, as well as an Employee Assistance Programme including a free confidential counselling helpline available 24/7.

Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.





Fee Remission

Staff may be eligible for School Fee Remission for their child(ren) joining either St George's College or St George's Junior School after the date employment commences. Eligibility for Fee Remission ends once an application for a full-fee paying place has been made, unless employment has already commenced. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term in which the child(ren) join either School and is not contractual. Full details of the scheme are available from the HR Department.

Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to a multiple of annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.





Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College



Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.

Conditions of Employment

Initial Period of Employment

Business Staff: Three Months.
During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

Notice Period

One week on either side during the Initial Period of Employment, thereafter, Two Months.

Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

Safeguarding Children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to, and ensure compliance with, the Safeguarding Policy Statement 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 he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET.

Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

Place of Work

The post-holder will be based at the College with an expectation of flexibility, when required, to work at the Junior School.

Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.

How to Apply

To find out more about the post or the school, in the first instance please contact Claire Lynch, Head of Catering, for a confidential discussion:

Tel: **01932 839 300**

Email: **clynch@stgeorgesweybridge.com**

Applications are encouraged as early as possible via the Apply Online button on the Current Vacancies page of our website.

Key dates

Closing date for applications:

Sunday 01 November 2026

Interviews:

Interviews are expected to take place later in the week commencing 2 November 2026

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, Safeguarding Policies, Recruitment Policy, DBS Code of Practice and Associated Policies which are available at: https://www.stgeorgesweybridge.com/careers

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community – our "Georgian family" inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.







