



**St Swithun's**  
**WINCHESTER**



**Candidate Brief**

**Lettings Officer (Events)**

## **The School:**

St Swithun's School, Winchester is a leading GSA school offering day, weekly boarding and full boarding for 520 girls aged 11-18. The school is set on an impressive and attractive campus of 45 acres within the South Downs National Park overlooking open countryside but within 10 minutes walk of Winchester. The girls benefit from excellent teaching, sporting and recreational facilities. St Swithun's is academically selective and regularly appears in the top 30 schools in the national league tables.

There is also an adjoining IAPS Prep School for girls aged 4-11 with a co-educational nursery from age 3.



## **Ethos:**

St Swithun's is an appropriately academic school which means that we celebrate intellectual curiosity and the life of the mind, but not to the exclusion of all else. We expect our pupils to develop individual passions and through them to acquire a range of skills and characteristics. These characteristics will include a willingness to take risks, to question and to debate, and to persevere in the face of difficulty. In the words of Samuel Beckett: "Ever tried. Ever failed. No matter. Try again. Fail again. Fail better." If a girl can immediately excel at everything we ask of her, we as educators must set the bar higher.

We want all pupils to learn about life beyond the school gates, to appreciate the rich variety of our world, to develop an understanding of compassion and to value justice. We encourage all pupils to become involved in fundraising and community work. They should appreciate how their decisions and their actions can affect those around them.

By the time a pupil leaves St Swithun's she will be well- educated, courageous, compassionate, committed and self-confident with a love of learning, a moral compass and a sense of humour.

## **Community:**

St Swithun's was founded in 1884 by Anna Bramston, daughter of the Dean of Winchester, and Christian values underpin our approach to education. We provide a civilised and caring environment in which all girls and staff are valued for their individual gifts and encouraged to develop a sense of spirituality and of kindness. We believe that kindness and tolerance are

at the heart of any fully functioning community. Our staff are friendly and supportive, and the school is committed to supporting the wellbeing and professional development of its employees.

The school is committed to maintaining the vision of its founder by offering bursaries for girls who would otherwise not have the opportunity of a St Swithun's education.

## **Location:**

The school is set on an impressive and attractive campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and only a 50-minute journey from central London.

Winchester is well connected by road, rail, air and sea, allowing convenient and affordable holiday opportunities for staff. There is also easy access to the New Forest, the south coast, and the West Country.

Winchester and its surrounding areas offer outstanding local cultural, historical, sporting and entertainment opportunities in addition to fantastic access to outdoor pursuits. Southampton and Winchester University are in close proximity, as are a wide range of good state and independent schools.

## **Facilities:**

The school offers girls excellent teaching, sporting and recreational facilities. The school buildings are modern and well equipped. As well as the normal academic classrooms and science laboratories, there is a magnificent performing arts centre with a 600-seat auditorium, a music school, an art and technology block, a sports hall and a full-size swimming pool. There is an impressive library, higher education and student guidance department and ICT facility. The grounds are spacious and encompass sports fields, tennis courts and gardens.

The senior school has six boarding houses for full and weekly boarders, with separate houses for those in their first and second years and those in the upper sixth.

The School is securely financed and this has enabled a continuous development programme over the years, which has made it possible for the School to keep pace with new requirements in terms of curriculum and equipment.

The School is registered as a Company Limited by Guarantee and as a Charity, and it has a wholly owned subsidiary company (St Swithun's School Letting Company Limited).

Further details of the School can be found at [www.stswithuns.com](http://www.stswithuns.com)

## The role

The School is looking to appoint a Lettings Officer to work for our Lettings Company. This post will report to the Operations Bursar (Lettings Manager). St Swithun's School Lettings Company Ltd was established to support the charitable ethos and aims of St Swithun's School.

## Key duties and responsibilities

The Lettings Officer, under the guidance and management of the Operations Bursar (& Lettings Manager) is responsible for the day-to-day running of the Lettings Company. The primary function of the role is to maintain and develop a profitable commercial events and lettings business on a year-round basis, utilising the school's facilities when they are not in use by pupils. This will include optimising opportunities to generate revenue through the effective marketing, costing, planning and management of lettings and events.

- To plan and coordinate a flexible programme of recurring and one-off lets, events and functions to ensure optimum use of facilities and maximum financial return for the school. This will include negotiating and agreeing individual lettings contracts, conditions of hire and service level agreements, fielding enquiries and preparation of quotes.
- To actively promote and market the schools lettings company through targeted marketing, business development and viewings as well as via social media channels.
- To ensure that all preparations required prior to hosting any letting event, are planned and executed in a timely manner and are coordinated and communicated to school staff/departments where necessary.
- To determine needs and ensure the appropriate deployment of additional staff/resources to support the lettings activities and to liaise with third party contractors if needed.
- Welcoming hirers/third party users on site and ensuring that they are appropriately vetted and inducted, depending on the nature of their hire or purpose onsite.
- To ensure that all appropriate insurances and licenses, including but not limited to public liability and the sale of alcohol are in place for all events and activities.
- Ensuring that invoices are raised and dispatched accurately and on time whilst maintaining proper and accurate budget records of income and expenditure. These to be maintained for analysis and annual forecasting purposes.
- Monitoring in conjunction with the pool manager, the operation (membership, cleanliness) and letting of the school's swimming pool
- Monitoring in conjunction with the Theatre Manager, the operation and letting of the school's performing arts centre.
- In coordination with the Marketing Dept, develop and maintain the letting company element of the school website.
- To ensure, in tandem with the Health & Safety Officer, that all lets adhere to the relevant statutory requirements including H&S, RA's, CP and GDPR legislation.
- Administrative support for the Operations Bursar as and when required, as well as assisting with the smooth running of the Operations Department.
- To undertake any other suitable tasks as required by the Bursar.

## Person Specification

All St Swithun's employees are expected to adhere to the school's code of conduct and foundation virtues.

## Qualifications and Experience

Essential	Desirable
Educated to 'A' Level standard	Specific Events related qualifications or experience
Experience of managing lettings and meeting revenue generation targets	BA(Hons) Business Management OR Event Management
Proven ability to manage multiple projects and stakeholders simultaneously	NEBOSH/IOSH or other relevant H&S qualification

Experience of contract management and dealing with contract variations	Experience of managing large-scale/public events
Proven experience of continuous improvement in work based processes and procedures	Experience of working in a similar role in a school setting

### Key Skills and Qualities

Essential	Desirable
An understanding of the importance of promoting and safeguarding the welfare of children	
Excellent organisational, verbal and written skills	
Proven event project planning and management skills	
A sense of initiative, creativity and determination to succeed.	
Excellent time management skills with the ability to prioritise and meet deadlines.	
A willingness to participate enthusiastically in all aspects of school life with a flexibility to adjust positively to change and development.	

### Terms and Conditions

This is a full time position with 30 days paid holiday inclusive of bank holidays. The normal hours of work are 8.30am to 5pm Monday to Friday, although the post holder may, on occasion, be required to work during some evenings and weekends for which time off in lieu will be granted.

The salary will be competitive and depend on experience and qualifications. A generous contributory pension scheme is available.

Various benefits are available for St Swithun's employees, including:

- Discount on school fees,
- Discounted corporate gym membership, and use of 'my active discounts'
- Free membership of the school swimming pool,
- Access to the school's staff wellbeing programme,
- Refreshments whilst working, and free lunches during the term time.

There is a probationary period of six months and the appointment is subject to safeguarding checks including satisfactory references and clearance by the Disclosure and Barring Service.

For an informal discussion about the role and requirements, please contact Sarah Culley, Operations Bursar via [culleys@stswithuns.com](mailto:culleys@stswithuns.com) or by calling 01962 835715.



## Application Process

**Please send your completed application form to:**

HR Department  
St Swithun's School  
Alresford Road  
Winchester  
Hampshire  
SO21 1HA  
Or by email to [recruitment@stswithuns.com](mailto:recruitment@stswithuns.com)

**Closing date for applications: *Monday 28<sup>th</sup> October 2019.***

The school reserves the right to appoint prior to the closing date



*St Swithun's is a registered charity providing education for boys and girls and is committed to safeguarding and promoting the welfare of children. All staff are expected to share and support this commitment and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service*

## Child Protection Statement

Every pupil should feel safe and protected from any form of abuse which, means any kind of physical abuse, emotional abuse, sexual abuse, neglect and peer on peer abuse. All children without exception have the right to protection from abuse. No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs.

The school recognises that, because of their day-to-day contact with pupils, staff are well placed to observe the outward signs of abuse, and reinforces that our approach must be that, "it could happen here". Abused children and 'children in need' are at greater risk of suffering from mental health problems in adult life so early intervention is critical. Intervention to protect children and promote their wellbeing does not just mean thinking about pupils who may be at risk of abuse, but also thinking about pupils who may need intervention as a 'child in need' e.g. a pupil suffering from mental health issues or with a disability. These responsibilities apply to all staff, members of the School Council and volunteers working in the school.

We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.

We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.

The Headmistress ensures that the recommended procedures are followed when recruiting staff.

## Application Explanatory Notes

- Applications will only be accepted from candidates completing the school's application form in full. CVs will not be accepted in substitution for completed application forms.

- Candidates must be aware that all posts in the school involve some degree of responsibility for safeguarding children.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- In accordance with government guidelines, we may seek references on shortlisted candidates and approach previous employers for information to verify particular experience or qualifications before interview. In cases where this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer wherever possible. If the current/most recent employer does/did not involve work with children, then the second reference should, if applicable, be from the employer with whom the applicant most recently worked with children (or engager if a self-employed or voluntary role). If the applicant has never worked with children previously, then references should be from an employment context, an academic context if this is not applicable, and finally a character reference from someone of 'good standing' in the community. Referees should never be a relative or someone known to the applicant solely as a friend.
- All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description / role outline for the position. If the referee is a current or previous employer, they will also be asked to confirm the following:-
  - the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, and disciplinary record;
  - whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
  - whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.
- The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be discussed with the applicant before any appointment is confirmed. The School may also telephone the author of a reference to confirm its authenticity or to request elaboration of answers as appropriate.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or department for education.

### Interview

- Interviews, except in extenuating circumstances, will be conducted in person at the school.
- During the interview process an applicant's suitability to work with children, and for the role for which they have applied will be explored.
- Applicants will be required to provide documentation confirming their [Right to work in the uk.](#)
- Applicants will be required to provide documentation suitable for obtaining a [Disclosure and Barring Service \(DBS\) check.](#)
- Applicants must also be able to show evidence of any qualifications on which their application relies.

### Conditional offer of appointment: pre-appointment checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references
- Verification of identity and qualifications
- A satisfactory DBS disclosure
- A check of the children's barred list
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- Verification of medical fitness
- Further checks, dependent on the role. For full guidance please refer to the school's recruitment policy.
- Satisfactory completion of a probationary period.