



Appointment of
Hospitality & Events Assistant

Part-time, permanent, year round
Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming a Hospitality & Events Assistant here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself a few short years ago! You'll know, from our website, most of the key facts. We are an academic, co-educational through-school; our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18. We are situated in an inspiring leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players, and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12 has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. I can't pretend that we are not proud of our pupils' results; we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better. We're not the only people who think this; we loved Tatler's take on it in their Schools Guide this September: "If you're looking for the epicentre of forward-thinking education, here it is" they said, quoting a recent visitor to the school, 'the school is "dynamic, diverse and thinking in the future tense."

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (you can see lots of evidence of all of this in our latest ISI report - do have a look at the highlights online).

Pretty much all of our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I also very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck.

Yours faithfully,



Mrs Jane Lunnon
The Head



About The Role

The Hospitality & Events Assistant provides a professional and efficient customer service delivery role in all our events, be they school or commercial. The role holder will prepare, operate and clear all events to the highest standards, providing a friendly and welcoming face to Alleyn's for all our stakeholders.

Responsibilities of the Role:

- Provide a friendly, efficient and hygienic service to all colleagues, pupils and visitors and ensure expectations are consistently exceeded.
- To build a good rapport with customers, helping them choose meals, discussing their views on the service provision and generally meeting and greeting and welcoming visitors and other customers to Alleyn's and the catering areas.
- Provide waiting services to events and functions, delivering to the highest standards of food presentation and service.
- Operate bars within the guidelines of the School's Alcohol Policy.
- Ensure hospitality requests are met in a timely manner, following exacting presentation standards.
- Ensure that the Front of House service operates at maximum efficiency within budgetary targets, to deliver the required level of service at all times.
- To complete a set of counter checklists that ensures that all areas, whether within the main servery's or at a function, are fully resourced and ready for the service to commence.
- Ensure that all areas within the servery areas and dishwash area are always spotlessly clean and that appropriate cleaning schedules are completed. Ensure that the servery counters are spot cleaned throughout the service periods.
- Be customer focused on all times, by being visible during service periods, and approachable.
- Project a willing and helpful attitude to pupils, colleagues and visitors; seeking the appropriate knowledge of food items sold throughout catering areas and keeping areas and service counters clean and fully stocked.
- Assist in other event and hospitality areas when required.
- To take responsibility for contributing towards your own development with the guidance of your manager and attending training courses as identified.
- Adhere to the School's strict Allergen's Policy.
- Attend health and safety, food safety and environmental awareness training courses as required.
- Rigorously follow the unit cleaning schedules.
- Be aware of the School's Health & Safety Policy.
- In conjunction with all staff of the School, support, promote, and act within the School's policies and practices about data protection.
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- In conjunction with all staff of the School, support, promote, and act within the School's Safeguarding Policy.
- Any additional duties, as directed by members of the events management team, which are within the reasonable capability and responsibility of the Hospitality & Events Assistant.

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Person Specification

The ideal candidate will have:

Education & Experience:

- A good secondary school education with strong numeracy and English skills.
- Experience working in a school or similar environment is desirable.
- Previous experience in a catering, hospitality, or events role.
- Bar service experience, including knowledge of alcohol service regulations.
- Knowledge of allergens and food safety regulations is desirable.
- Basic understanding of food hygiene and safety regulations (though training will be provided).

Skills:

- Strong customer service skills with a friendly and approachable manner.
- Organisational skills to prioritise tasks and follow instructions in a fast-paced environment.
- Attention to detail, ensuring high standards of cleanliness and service.
- Good communication skills to interact with colleagues, pupils, and visitors.
- A proactive and flexible approach to work, with the ability to adapt to different events and service styles.
- Understanding of the School's wider activities and ability to support its eco-agenda.
- Strong teamwork and collaboration skills and ability to work independently when required.

Personal Attributes:

- Well-presented with a positive and proactive attitude towards work.
- Enthusiastic with a willingness to learn and take on new tasks and undertake training as required.
- Reliable, punctual, and adaptable to the School's needs.
- Physically capable of working on foot for extended periods.
- Commitment to safeguarding and promoting the welfare of children and promoting the School's values.

Line Management:

The Hospitality and Events Assistant is managed day to day by the Food and Beverage Manager and the Deputy Head of Events. The role holder will also have free access to the COO who holds ultimate responsibility for Operational Staff.



Working at Alleyn's

Terms and Conditions

This is a part-time, year-round position with core hours ranging from 25 to 30 hours per week, including work from Monday to Sunday as needed. The role offers twenty days of annual leave plus public holidays and a discretionary Christmas closure period, increasing to twenty-five days after five years of service. The successful candidate will be required to work a full day on Founder's Day, which is one Saturday per year in late June or early July. Given the nature of the role, flexibility is essential, including availability for evening and weekend events.

The salary will be £18,054 to £21,665 per annum and will be paid over twelve monthly instalments (based on an FTE of £28,887 per annum).

The school provides additional benefits to its staff, including income protection insurance, an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of school facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, and holiday purchase scheme, access to the library, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different, and it is a taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 6.5% employer contributions.

The post is permanent following successful completion of a six-month probationary period.

On completion of the required recruitment checks, the post would be available to the successful candidate with immediate effect or at the completion of their due term of notice.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors. We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development. In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

Further information about how to apply can be found on our website, www.alleyns.org.uk/jobs.

The deadline for applications is **Wednesday 9 April 2025**.

If you have any questions, you are very welcome to contact the HR Department, by email at Jobs@alleyns.org.uk or by phone on 020 8299 8055.

Interviews and Appointment

Interviews will be conducted at the School on **Wednesday 16 April 2025**. This will consist of interviews with relevant colleagues including the Head of Events, the Deputy Head of Events and the Food and Beverage Manager. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.



Alleyne's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyne's School, Townley Road, Dulwich, London, SE22 8SU
