



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB

Telephone: 01892 860000 Website:

www.holmewoodhouse.co.uk



Coffee Shop Assistant (Part Time, Term Time)

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 470 pupils aged 3-13 years, set amidst 32 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social [well-being](#), self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each

child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and [outstanding facilities](#) provide a strong framework upon which the ethos of ‘allowing children to be children’ can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

For further information about Holmewood House please visit our website www.holmewoodhouse.co.uk

The Person

The successful candidate will be a self-starter, enthusiastic, motivated and happy to work independently or as part of a team. This role would suit someone with a natural friendliness integrating with staff, parents and children alike. The role is generally with one other to grown as you would like, there will be quiet times that you will be working independently. You will be given plenty of support when needed. The successful candidate will be subject to an enhanced DBS check.

Your role

The role is responsible for operating the school’s coffee shop, term time only. It is a pleasant environment with a lovely atmosphere. You will be working alongside another, and training and support will be given.

Duties

The role is responsible for operating the School’s coffee shop during the agreed hours. This includes:

- Taking orders, making drinks and providing food, managing payment process.
- Clearing and cleaning tables and making sure the coffee shop area is kept in a good state of cleanliness and tidiness during the opening hours.
- Manage both setup and close down operations for relevant sessions when the shop is open.

Hours of work

The available role is for 4 hours a week, on Mondays 2pm – 6pm (term time only). The school shop operates 5 days per week, so there may be opportunities to cover absence on other days.

Salary

The salary for this role will be £12.60 per hour.

Start date

Monday 11th November or as soon as possible thereafter.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role. The successful applicant must also have a driving licence.

Safeguarding

All staff including visiting staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the School's Safeguarding policies at all times.

Application

Please apply via our website <https://www.holmewoodhouse.co.uk/staff-vacancies/> complete an application form and email to recruitment@holmewoodhouse.co.uk. CVs can also be submitted as supporting information to the application form.

If you have any questions or require a hard copy application form, please contact Ben Stevens on 01892 860000.

Holmewood House is committed to the safeguarding and protection of children.
All successful candidates will be subject to enhanced DBS Disclosure and checks with past employers.
Registered Charity for the purpose of providing education. Charity Number 279267.