



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Coffee Shop Operator

About Holmewood House School

Holmewood House is a prestigious independent Prep School of 440+ pupils aged 3-13 years, set amidst 30 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 self-motivated and able to work well both independently and in a team. Enthusiasm and a natural friendliness with staff, parents and children will be important characteristics. Given the role will involve operating independently, the ability to think on your feet and a willingness to work hard in a busy environment will also be important.

The successful applicant will be able to deliver work to a high standard, take their own initiative and bring creative ideas to develop and enhance the coffee shop offering.

A driving licence is an essential requirement for this role.

Your role

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

- Working with the Commercial and Catering Manager to continue to develop the coffee shop offering.
- 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.
- Manage stock takes, weekly checks of equipment and work with the Catering Manager on product ordering and supply.
- Considering product selection, pricing and development with the Catering and Commercial Manager

Hours of work

Because this is a new venture, precise working patterns are subject to some adjustment as demand becomes more clear. The expected hours will be 3pm to 6pm on Mondays, Tuesdays, Thursdays and

Fridays whilst the school is in session including staff INSET and training days. These hours are to include the planning, preparing orders and weekly checks on equipment etc.

Salary

Remuneration will be discussed at interview and will depend on the experience of the successful candidate and the agreed hours of work.

Please apply via our website <https://www.holmewoodhouse.co.uk/staff-vacancies/> (early applications are encouraged), complete an application form and email to recruitment@holmewoodhouse.co.uk Applicants should include a copy of their CV with their application if it contains additional relevant information. If you have any questions or require a hard copy application form, please contact Ben Stevens on 01892 860000.

Pension & School Benefits

In addition to a competitive salary, the successful candidate will be offered a range of benefits including an employer contributory pension, free parking, term time only working and free lunch/refreshments.

Start date

Immediate

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

If you wish to be considered for this role, please 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 would like more information on the role or require a hard copy application form please contact Ben Stevens on 01892 860000.

