



ROEDEAN

An independent 11 – 18 girls' day and boarding school in Brighton



The post of Theatre Bank Staff

The Role

We are seeking an enthusiastic person to join our theatre team as a member of Theatre Staff. They will assist the Head of Events & Theatre Manager in the day to day running of the complex during events in the theatre and around the school. The post holder will have a strong skill set in customer service, money handling and housekeeping. Bank staff can be called on to work on the bar, box office, ushering or any other position that is needed throughout the theatre complex.

Specific Duties

- Work consistently within legal and Roedean regulations for: customer service, responsible alcohol service, legal weights and measurements, health, hygiene and safety, and control of substances harmful to health.
- Comply with all training given and attend regular refresher sessions.
- Ensure goods are displayed, stocked and presented in accordance with training.
- Ensure all areas of the work environment are hygienic, tidy and free of hazards at all times.
- Use correct methods and materials for cleaning with strict adherence to instructions on cleaning products.
- Take an equal share of related tasks allocated by the Head of Events & Theatre Manager and Duty Manager upon request and gain approval for satisfactory completion before finishing the shift.
- Be responsible for receiving payment for goods sold and served in accordance with training.
- Provide full information to the Head of Events & Theatre Manager relating to any incidents involving problems with customers, equipment or goods.

- Be responsible for the completion of additional tasks relating to your role upon request by the Head of Events & Theatre Manager.

Person Specification

Essential

- Professional experience in a face to face customer role.
- Money Handling Skills
- Strong IT skills.
- Ability to work flexibly and unsociable hours.
- Ability to remain calm under pressure
- Must be over the age of 18

Desirable

- Professional experience bar or pub work.
- Professional experience in box office or a sales role.
- Clean Driving License
- Experience working in a theatrical environment.

Package

Salary: NTS Point 10 - £8.37 per hour

Hours: Causal Contract – Event Basis

Other benefits include

- **Pension** - Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40 %)
- **Death in service benefit**
- **Free dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – free use of the swimming pool, fitness suite, squash and tennis courts (subject to availability). Weekly yoga classes are available after work at no cost.
- **Wellbeing** – Staff have access to a free and confidential advice and telephone support service. Subsidized staff bar and social events each half term.
- **Library** – all staff are able to borrow books and DVD's without charge
- **'Cycle to Work' scheme**
- **Free parking on site**

Safeguarding

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

Roedean is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

Appointment details and how to apply

Applicants must complete the application pack and return it to vacancies@roedean.co.uk or via post to Louisa Butler, Roedean School, Roedean Way, Brighton BN2 5RQ.

Due to the need to appoint quickly we reserve the right to interview and appoint at any time.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.