



Windlesham
House School

- Est. 1837 -

Candidate information for

Letting and events manager (part time)

Autumn 2025

Windlesham House is part of the Charterhouse family of schools

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A message from Ben



We are proud of our rich heritage and tradition (as the oldest prep school in the country) whilst embracing innovation and change to ensure that we are preparing our pupils to be successful, high achieving and accomplished young people.

Our magnificent country setting within the South Downs national park and state of the art facilities enable us to provide an exciting and innovative curriculum in a safe, nurturing and inspiring environment. The opportunities are varied and inclusive allowing children to be involved, to follow their interests, take risks and build lifelong passions. Our community is built on the values of respect, creativity and courage with all children feeling secure, happy and able to flourish.

Academic rigour and challenge are important; we want all pupils to achieve their potential within a supportive environment where learning is creative, engaging and accessible. Our unique ACE Habits for Learning – Active learner, Critical thinker and Explorer are embedded in all aspects of teaching and learning allowing children to develop essential skills and become independent learners.

One thing I always notice about the school is the tangible sense of excitement, purpose and energy everywhere I go. All academic subjects, creative arts, sports and co-curricular are taught in well-equipped specialist areas by teachers with passion for their subjects as well as love for their topics. Children are inspired and motivated every day within a caring community. It is a joy to hear children excitedly talking to their parents about what they are learning, how their match went or what they did at breaktime.

Windlesham House has recently joined the Charterhouse family of schools which marks an exciting stage in the school's history and will ensure a long and successful future too. Close and purposeful links between our schools have already been established and over the coming months, these will be further developed to provide increased opportunities and enrichment for pupils and staff. It is certainly is an exciting time to be part of the Windlesham team!

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Windlesham House community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for education. Attitude and approach are just as important as qualifications and experience. If you have any questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position.

Good luck!

A handwritten signature in black ink, appearing to read 'Ben Evans'.

Ben Evans
Headmaster

The role

The letting and events manager is responsible for all aspects of the organisation and delivery of the commercial lettings calendar within the school; the primary focus being external third-party providers delivering sports and extra-curricular activities, plus branded and external third-party residential groups in the summer and Easter holidays, supplemented at different times throughout the year by a variety of one-off events such as concerts, weddings and TV / cinema filming. This role also includes the management of the holiday lettings programme and external hiring of the buildings.

This role reports into the prep schools' bursar.

Windlesham House is a country prep school where tradition meets innovation, providing opportunities for children to be creative, courageous, kind and successful.





General outline

- To oversee the day-to-day operation, management and administration of lettings and events
- To maintain appropriate administrative processes and procedures to effectively manage the lettings operation at Windlesham House
- Working with the HR manager and DSL, to ensure the clients stay up to date with legislation and any school-specific requirements such as safeguarding, health and safety, insurance, etc.
- The management and supervision of film crews when using the site as a film location
- Key point of contact for the heads of departments, e.g, activities co-ordinator, director of sport, director of music and estates manager requiring information on lettings for their own forward planning
- Responsible for the health and safety management and safeguarding considerations for all external lettings, events and facility hires
- Financial planning including departmental budget setting, residential and event budgeting, departmental cost control, monitoring LER as the year progresses
- Preparation of all necessary papers in respect of the events and lettings function for, and attendance at, Charterhouse Enterprises Board meetings when required
- Be a personal licence holder
- Be a designated safeguarding lead (DSL) for lettings and events activity

Internal/external relationships

- To ensure the lettings department builds and maintains good working relationships with the support and teaching heads of department and their teams
- To ensure the prep schools' bursar is aware of issues that may impact the lettings department's ability to book out a facility, which may in turn impact revenue from lettings
- To be proactive in developing and maintaining good internal communications with all areas of the school impacted by lettings
- To work with the prep schools' bursar and commercial director at Charterhouse on initiatives relating to lettings

- To effectively manage incoming phone calls, e-mails and mail communication by responding, providing supporting information and ensuring deadlines are met
- To book school facilities for all events, producing paperwork and managing keys to access facilities accordingly
- To update appropriate calendars to reflect bookings, making staff aware to ensure smooth running of the school
- To produce high quality reports and/or data summaries as required, using the school's chosen systems and software
- To ensure all groups are invoiced accurately, paying particular attention to VAT guidance
- To ensure relevant clients provide requested information about its safeguarding procedures and controls and liaise with the DSL appropriately
- To liaise with the prep schools' bursar and HR manager, ensuring all safeguarding information is recorded accurately on the Single Central Register
- Follow the school's policies and guidelines with regards to storage and use of personal data collected, the Data Protection Regulations 2018 and UKGDPR

Other

- To provide duty management cover for events, lettings and functions as necessary including evenings, early mornings, weekends and the school holiday periods as required from time to time
- Liaise with the commercial director with regards to staff resourcing for events and particular in managing film/TV/photo-shoot enquiries and bookings
- To accept and embrace delegated responsibility for all areas of health and safety under the provision of the Health & Safety at Work Act 1974, school health and safety policy and any other subsequent and/or relevant legislation or code of practice in respect of the operation of lettings and functions
- To carry out such other tasks deemed necessary and reasonable within the enterprises business at the commercial director's discretion



Why choose Windlesham House School?

- Access to a Group Personal Pension Plan (GPPP)
- Cash health plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every three years)
- Membership of the school's nine-hole golf course at a reduced subscription
- Participation in a 'cycle to work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Life assurance cover which provides death in service cover
- Free school lunch and refreshments during your normal working day (term time only)
- Four weeks paid holiday plus statutory English bank holidays
- Free parking on site although all vehicles are parked at the driver's risk
- Access to an employee assistance programme
- Continuing professional development as part of our talent management programme
- Invitations to school productions and concerts throughout the year

Hours of work

Special working conditions

The core hours are 25 hours per week based on a five day working week over seven days as required to fulfil the duties of the post. Due to the nature of the work involved, hours of work will be agreed with the prep schools' bursar to reflect the demands of the business at

the time, and may require some evening and weekend working including occasional late night working after midnight at peak time. Public holidays may be working days for which time off will be given in lieu.

A significant proportion of the events business at Windlesham House falls during school holidays. The post holder will be expected to work during these periods and specifically during the period from the beginning of July to mid August each year

How to apply

Completed applications should be emailed to hr@windlesham.com at latest by Sunday 14 September at 9.00am. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. To apply, please complete the application form which is available on our website.

Important instructions for applicants

- Your application should include a covering letter no more than two A4 pages summarising your suitability for the role with close reference to the role you are applying for
- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees at Windlesham House

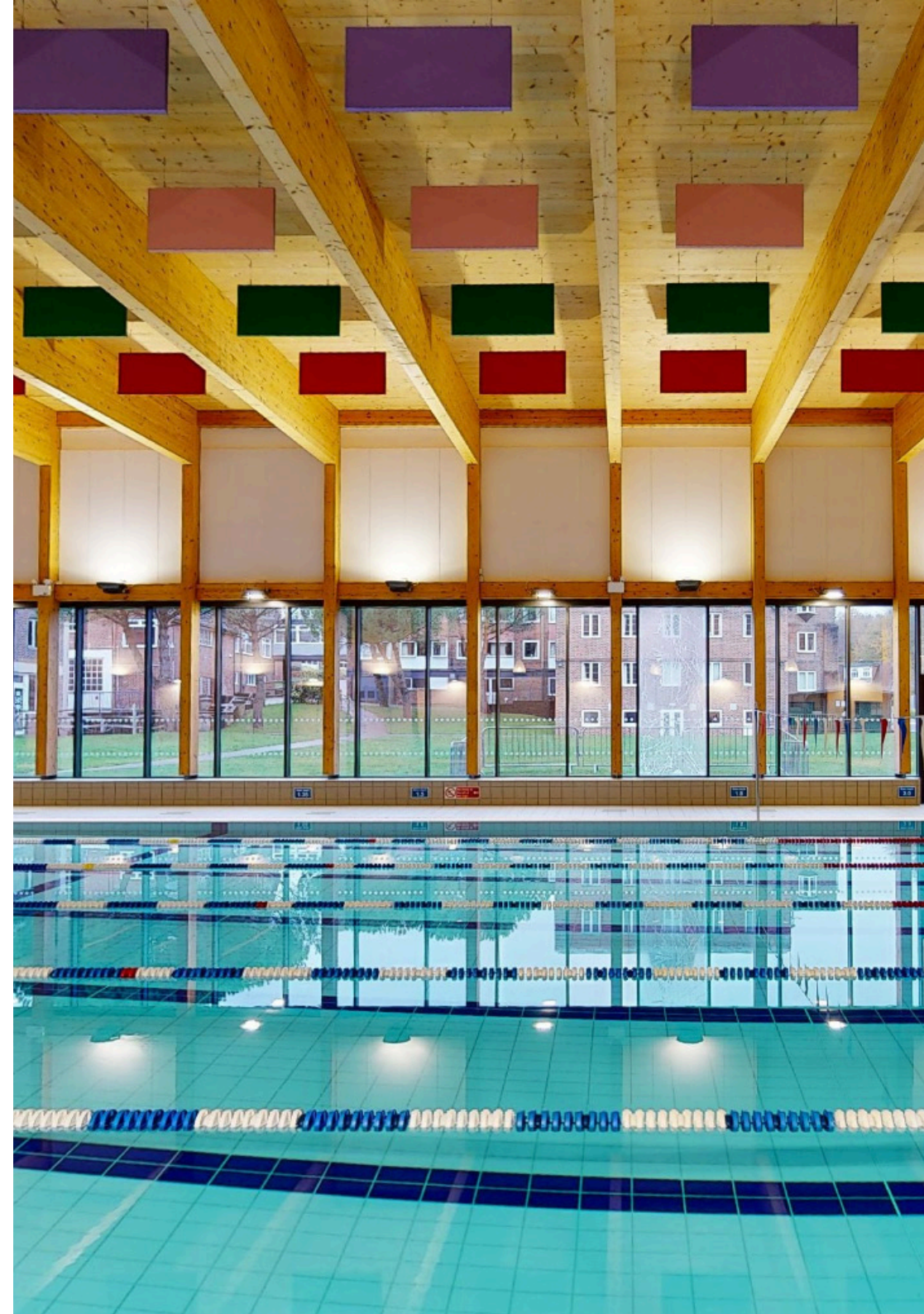
Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.

Terms and conditions

All appointments are subject to an enhanced check with the Disclosure & Barring Service and at least two references from past employers including any school employment during your career.

- All staff comply with the school's child protection and safeguarding policy
- All staff set an example to pupils and dress appropriately at all times
- The school operates a no smoking and vaping policy
- The school takes its obligations under the Health & Safety at Work Act very seriously and the post holder requires all staff to comply with all aspects of the school's health and safety policy, particularly in relation to safe working practices
- All staff keep up to date with the school's current policies which are posted on the staff shared drives

The post holder's responsibility is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the school's child protection policy statement 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 pupils in the school, they must report any concerns to the school's designated safeguarding lead.





Recruitment and selection

Windlesham House is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The school carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers who cannot take these offences into account. Guidance will be provided when you are invited to interview.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the school's child protection 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, they must report any concerns to the school's designated safeguarding lead or to the headmaster.

Windlesham House is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any special requirements.

Data Protection

The school collects personal data during the recruitment process which it adds to the successful candidate's employment record. The school retains application information on unsuccessful candidates for six months after the completion of the recruitment process. After this, it will be securely destroyed. For further information on how we use your information and with whom we share it, please refer to our [Data Protection policy](#).

Our school

Windlesham House is a distinctive day and boarding school for girls and boys aged 4-13 where tradition meets innovation, providing opportunities for your children to be creative, courageous and successful.

As the oldest prep school in the country (est 1837) and the first prep school to become co-educational (1967), we have always led the way in embracing the new. We are progressive and innovative in our ethos and approach while embracing our traditions and rich history. Focussing on the wellbeing of every child, each benefits from a first class and distinctive education full of exciting opportunities and experiences in the glorious South Downs; the grounds are alive with children building dens, climbing trees, playing golf and collecting chicken eggs.

Our outstanding programmes, including world languages and sports academies, have earned us recognition across all aspects of the education we offer and provide exciting opportunities for girls and boys aged 4-13. Recently a parent said, "Windlesham House continues to thrive and nurture future generations of exceptional children." We are delighted to be laying the foundations for the future with our green plan and innovative leadership Diploma & Futures Programme for Years 7 & 8.

To learn more about the school, please explore our [website](#).

A breath of fresh air

Looking back on your childhood, what memories stand out to you? Hopefully days of exploring nature, playing with friends and learning new skills ... our beautiful 65 acres of grass and woodland, nestled in the foothills of the South Downs allows children to be children, giving space to learn, discover and play. Our long held policy of no school uniform (within reason of course!) helps children feel relaxed in their home away from home. There is plenty of wildlife to spot – including a family of deer, badgers, pheasants and plenty of birds. With over 1000 trees to climb, there's plenty of scope for a treehouse or den to house adventure seekers.





Our values

At Windlesham House, we take great pride in the individual journey our pupils go on whilst here and what sort of child they become at the end of that journey. They are encouraged to be curious, we want them to be creative, celebrate each other's successes, show commitment in everything they do, make a contribution and show that they care.

We aim to

- Provide educational excellence through the provision of effective and inspiring teaching, encouraging enthusiasm for learning and enabling each pupil to achieve their potential
- Sustain a supportive, kind and happy environment where the individual and spiritual needs of the pupils and staff are recognised and provided for within a community that celebrates diversity
- Encourage pupils to be self-confident, self-motivating and self-disciplined within a safe, nurturing and caring community ensuring they progress to their chosen senior schools as successful individuals
- Attract, develop and retain exceptional staff whose commitment to the children is transformational whilst also continually seeking opportunities to grow and develop through the investment in first class facilities and resources
- Communicate and collaborate closely with parents to understand their expectations and aspirations
- Ensure a bespoke and modern boarding environment tailored to each pupil's individual needs

“Our teachers really go above and beyond. They are forward thinking, conscientious and do a brilliant job engaging every single learner.”

Ben Evans, Headmaster



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