



Royal  
Russell



# Hospitality Supervisor

To start September 2026



# Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is *'Non Sibi Sed Omnibus'* which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



**Chris Hutchinson**  
Headmaster



# Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

# Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.



# Hospitality Supervisor

We are seeking a passionate and enthusiastic Hospitality Supervisor to provide a high-quality food and beverage service for all events and functions, both internal and external.

The successful candidate will positively promote the School's excellence through high function standards, strong personal presentation and knowledge of the School and Catering Department. They will maintain high standards of customer service and satisfaction.

Our Catering Department is fully operational between the hours of 6.30am and 8pm during term time, as well as beyond these hours for functions and events. Some flexibility in approach to hours will be required.

This post is to work 37.5 hours per week during term time (36 weeks) including inset days.

Applications will be considered on receipt and should be submitted to [hr@royalrussell.co.uk](mailto:hr@royalrussell.co.uk) to arrive no later than **9am on Friday, 8<sup>th</sup> May 2026**. Interviews are expected to take place shortly after, although we reserve the right to interview at any point during the recruitment process so early applications are encouraged.



# Job Description

## Main duties and responsibilities

Maintain a diary of up-and-coming events and functions and prepare all equipment and stock as required. Ensure previous years records of plans or specific requirements are kept for reference purposes.

Ensure due diligence regarding Food Hygiene and Food Safety.

To undertake all reasonable checks to ensure that special diets, and particularly those with food allergies are safely catered for and clearly labelled. Any concerns reported to Senior Catering Management.

Ensure all function equipment is clean and polished to hygienic and aesthetic standards in preparation for use, especially in the case of short notice use.

Liaise with relevant Staff for delivery of function equipment to event site and organise collection after the event is finished, which may involve driving the Catering van on and off site.

Responding to event enquiries and queries via email.

Record and maintain an up-to-date equipment inventory, advising the Catering & Hospitality Manager of shortages and missing stock. Be accountable for any hire equipment being ordered/returned

Set up function sites as required by organisers, maintaining high standards of presentation and cleanliness

Liaise with Executive Chef, Head Chef & Deputy Catering & Hospitality Manager in any matters relating to functions, menus, kitchen crockery requirements and service matters  
Maintain appropriate stock levels of food, beverage and equipment used by the Hospitality and Events department.

Minimise wastage through effective stock controls and storage.

Be accountable for accurate recording of stock used, including alcoholic beverages. Ensure this information is passed to Executive Chef and/or Catering & Hospitality Manager once entered onto relevant costing sheet.



## Main duties and responsibilities cont'd

Ensure security and correct storage of any alcoholic beverage left over from a function.

Ensure the security of any keys entrusted to you

Ensure the security of any doors/departments left as your responsibility

Liaise with temporary/front of house staff on all events, giving direction and advising on work schedules, standards, menus and any other information required to fulfil their role for that event and ensuring a briefing takes place before the start of the event.

Liasing with the Catering & Hospitality Manager to manage and set the hours of shifts for the Functions staff to be most appropriate to the timings of the functions taking place that require service. Ensure any overtime is authorised by the Catering & Hospitality Manager.

Supervise the Functions Assistant(s) in their duties, ensuring they keep to the high standards of preparation and execution, dealing with any deviance from these set standards and then reporting to senior management.

Keep abreast of best industry practice, actively looking for ways to improve services offered and keeping the offering fresh, up to date and to a consistently high standard.

Maintain records as required by HACCP and Health and Safety.

To be proactive to Customer feedback, ensuring the Senior Catering Team are aware of any actual or potential issues. Make sure that areas are left clean and tidy after an event. If the event is still in progress, then make sure that arrangements have been made for it to be cleared as soon as possible in the morning.

Carry out any duties as reasonably requested by the Catering & Hospitality Manager or School Senior Leadership Team.

In the absence of a senior manager, working with the senior chef on duty to ensure smooth service.

Attend and arrange planning meetings for events when required.



# General Responsibilities

Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times

Display correct staff identification at all times whilst on site

Ensure standards of appearance, personal hygiene and behaviour is in keeping with the Royal Russell School ethos and legal requirements of Health & Safety and Hygiene

Preserve and enhance the reputation of the School at all times, ensuring disputes or concerns are resolved within the correct forum as per the School policies and procedures

Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population

Attend Royal Russell Day and Open Day as required.

Adhere at all times to Health and Safety legislation, Food Safety Legislation and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors

Due to the nature of the role, all catering staff are subject to a health assessment to ensure they are physically able to complete their duties, including being able to bend easily and lift weights of up to 25kg.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.



# Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- 30 days of annual leave (for year round staff)
- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

## Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: [www.royalrussell.co.uk/discover/vacancies](http://www.royalrussell.co.uk/discover/vacancies)

You can also contact us by email at [hr@royalrussell.co.uk](mailto:hr@royalrussell.co.uk) or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than the closing date specified. We welcome early applications and will review these on receipt.

*The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.*



# Campus Map

Our 110-acre campus contains incredible facilities for learning.



## Main Facilities

- 1** Car Park
- 2** Reception / Headmaster's Study
- 3** Junior School
- 4** Early Years Centre
- 5** Performing Arts Centre / Auditorium
- 6** Dining Hall / Café
- 7** Chapel
- 8** Great Hall
- 9** Chapel Quad
- 10** Lime Tree Quad
- 11** Aston Webb Building
- 12** Library / Sixth Form Study Centre
- 13** Health & Wellbeing Centre
- 14** Science Block

## Sports Facilities

- 15** Swimming Pool
- 16** Sports Hall
- 17** Top Pitch
- 18** The Paddock
- 19** Netball Courts
- 20** North Pitch
- 21** Astroturf Pitch
- 22** MUGA (Multi-Use Games Area)
- 23** West Pitch
- 24** Pavilion

## Boarding / Houses

- 25** Buchanan / Reade
- 26** Cambridge
- 27** Hollenden
- 28** Keable
- 29** Latessa
- 30** Madden
- 31** Oxford
- 32** Queen's
- 33** St Andrew's



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[www.royalrussell.co.uk](http://www.royalrussell.co.uk)

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