

A bride and groom are walking away from the camera through a field of purple flowers. The bride is wearing a white lace wedding dress and a long veil. The groom is wearing a dark suit. They are walking towards a large tree on the right. The background is a lush green landscape with more trees. The overall mood is romantic and serene. There are green curved shapes in the top-left and bottom-right corners of the page.

WE

WISHFORD  
EDUCATION

# BANK EVENT STAFF

CANDIDATE PACK

## OVERVIEW OF THE ROLE

Wishford Education is looking for flexible, zero-hour event staff to join our Commercial Team. Reporting to the Commercial Manager, you will play a key role in supporting the school's diverse commercial activities, including weddings, private events, residential stays, filming projects, and Leisure Centre bookings. This is an exciting opportunity to work proactively in a dynamic environment, ensuring smooth delivery of exceptional experiences across all our services.

Westonbirt House, the events business of Westonbirt School, hosts exceptional weddings, corporate functions, and special events throughout the year, including school productions and lectures and outdoor sporting events. We pride ourselves on delivering refined service, attention to detail, and a memorable guest experience in an elegant and professional setting.

Due to the nature of the role some out of hours work may be required, including evenings and weekends. Please see full details of the role in this candidate pack.

This role commences in February 2026

For more information on Westonbirt, please [visit our website](#).

This role is based at Westonbirt School having your own transport is essential to the role due to the remote location of the setting.

Wishford Education is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

## HOURS, SALARY & BENEFITS

**Hours:** 0 hour role. Including working some evenings and weekends. Operational hours are 7am - midnight for events. The hours are ad hoc to be scheduled at the needs of the business  
12 month fixed term contract.

**Salary:** £10 - £12.21 per hour + holiday pay (based on age). A higher salary for a more experienced candidate can be discussed at interview. Salary to be reviewed April 26.

### Additional Benefits:

- 5% employer pension
- Means tested staff discount
- Complimentary meals (where possible)
- Access to the group's counselling scheme
- Free on site parking
- Personal accident at work cover
- Opportunity to gain experience within premium hospitality
- Flexible shifts based on event calendar
- Training and development provider

## APPLICATION & KEY INFO

Please apply via Wishford Educations application form - [link here](#)

**Our first event of 2026 is in February.**

Please contact Molly Rees on HR@wishford.co.uk if you need assistance completing an application form, or require an adjustment for the application or interview process.

## JOB DESCRIPTION

No two shifts are ever the same in this exciting front-of-house role. We're looking for enthusiastic, reliable, and service-driven individuals to join our casual events team. People who love stepping into vibrant environments and helping create unforgettable experiences.

From elegant weddings and lively receptions to high-energy school events and professional conferences, helping with parking, clearing rooms or setting up signage, you'll be right at the heart of it all. You'll play a key role in delivering first-class hospitality, working alongside a passionate team, and getting involved in some truly amazing events.

If you thrive in fast-paced settings, enjoy meeting new people, and want flexible work that keeps every day fresh and rewarding, this is the perfect opportunity for you.

## KEY RESPONSIBILITIES

- Provide warm, professional, and attentive service to all guests.
- Assist with event setup and breakdown, including room layouts, décor placement, and clearing equipment.
- Run or support the bar team where required (subject to training and age restrictions), including set up, clear away, cleaning glasses etc.
- Handling money, through card machine and cash.
- Follow all health, safety, and food hygiene procedures.
- Communicate effectively with the events management team and colleagues to ensure smooth event delivery.
- Assist with parking / signage / unlocking sports facilities.
- Flexible with any additional requirements as per each event.
- Uphold the venue's reputation for excellence and demonstrate discretion and professionalism at all times.

## PERSON SPECIFICATION

Essential:

- A positive attitude and commitment to outstanding customer service.
- Strong communication skills and ability to work well as part of a team.
- Reliability, punctuality, and a professional demeanor.
- Ability to follow instructions and remain calm under pressure.

Desirable:

- Previous experience in hospitality, weddings, events, or luxury service environments.
- Bar experience (training can be provided).
- Availability for evenings, weekends, and holiday periods.

Personal Attributes:

- We are looking for individuals who:
- Take pride in presentation and professionalism.
- Are courteous, confident, and comfortable interacting with guests.
- Have strong attention to detail and a proactive mindset.
- Represent the values and reputation of a high-end venue within a school setting.

