



TONBRIDGE
SCHOOL

CASUAL PARTY HOST

Tonbridge School Centre



THE DEPARTMENT AND POST

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected, both here and internationally, for providing a world class education.

At Tonbridge School Centre we are a team of over 100 staff, all dedicated to offer exceptionally high-quality Leisure provision for Tonbridge School boys, and the wider public community. Tonbridge School Centre (TSC) offers some of the very best sport, leisure and gym facilities in the Southeast England and is the home of our TSC Members' Leisure Club.

Party Hosts play an important role in delivering fun, safe, and engaging children's parties across a variety of sporting and recreational activities. The post-holder will contribute to creating a welcoming and enjoyable environment for families and young participants, ensuring that every event reflects the high standards of service and professionalism expected at Tonbridge School Centre. This is an active, customer-focused position suited to individuals who are enthusiastic, confident working with children, and committed to providing an outstanding experience for all visitors.



JOB DESCRIPTION

Job Title: Casual Party Host

Reporting to: Senior Duty Manager

Main Purpose: To manage and run a children's party with other team members, which include, games, multi-sports, cricket & football parties. Work as part of the Tonbridge School Centre team, providing and maintaining a high standard of customer service.

MAIN DUTIES

- Setting up all required equipment and materials ahead of each party.
- Meeting and greeting attendees and confirming final details.
- Delivering and managing children's parties in line with established instructions, guidelines, and session plans.
- Working collaboratively with additional Party Hosts to ensure smooth and enjoyable events.
- Communicating clearly and effectively with children, parents, and guardians before, during, and after the party.
- Always maintaining a professional appearance by wearing the correct uniform.
- Adhering to all Health & Safety procedures and remaining aware of responsibilities to protect all Centre users.
- Creating a fun, motivational, and positive environment for all participants.
- Undertaking any other duties as requested by your Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. 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 he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

SKILLS AND ABILITIES

- A motivated individual with the ability to work effectively both independently and as part of a team.
- Reliable, enthusiastic, and flexible, with the ability to work weekends as required.
- Strong customer service skills, with the ability to engage confidently and professionally with children, parents, and colleagues.

KNOWLEDGE AND EXPERIENCE

Essential

- Experience working with children in any setting (e.g., coaching, teaching, childcare, youth groups, or similar).
- An understanding of how to create a safe, inclusive, and engaging environment for children.

Desirable

- Previous experience delivering children's parties, sports sessions, or activity-based events.
- Knowledge of basic sporting rules and activity requirements (e.g., football, cricket, multi-sports).
- Experience working in a customer-facing or leisure environment.

HOURS OF WORK

This is a casual role with no guaranteed hours, and work may include weekends during term time, with the possibility of weekday hours outside of term time depending on booking levels.

REMUNERATION AND BENEFITS

- £26.50 per hour including proportionate holiday pay.
- Staff car parking.
- Uniform provided.

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at:

<http://www.tonbridge-school.co.uk/jobs>

Apply via our online application form or, send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Closing Date: Sunday 19 July at 12 noon

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

**TONBRIDGE
ONLY CONNECT**

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hrdept@tonbridge-school.org

TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press