**RECRUITMENT PACK**

**This document includes the following information:**

* Job Description
* Person Specification
* Additional information

**Making an application:**

**Please complete the online application form, which includes some standard questions, and attach the following documents.** (Shortlisting is undertaken by a panel after the closing date on the basis of information provided.)

* 1. Covering letter - explaining why you are interested in this post, and giving examples to demonstrate how you meet the requirements of the job as outlined.
  2. Curriculum vitae - giving full details of your qualifications and experience to date;

**NB. Please do not provide references or other non-requested documents.**

* Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
* **We recommend that you take a copy of this recruitment pack to help with your preparation.**

If you are invited to attend an interview, you will receive an email with details of the arrangements.

**Our commitment to Equality, Diversity and Inclusion**

The [diversity of our community](https://www.essex.ac.uk/jobs/diversity) is more than where our staff and students come from. More than 1000 of our staff and students identify as LGBTQ+, more than 1,300 have declared a disability and many members of our community follow a religion or belief.

We recognise the value that diversity brings and so we want to recruit, develop, retain and motivate an increasingly diverse workforce. We also want to attract people who will be good citizens, who will contribute to the life of the University and whose behaviour will have a positive impact on those around them.

Our [Strategy](https://www.essex.ac.uk/governance-and-strategy/university-strategy/people) sets out how we will do this through the delivery of a fair and supportive working environment for all.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [AccessAble](https://www.accessable.co.uk/) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 876559) for help.

**Closing Date:**

**Interviews are planned for:**

**Wivenhoe House Hotel Limited (WHH) is a wholly owned company of the University of Essex. Please note that this post is being advertised by the University on behalf of WHH and some aspects of the information provided on the University recruitment website will not apply to this appointment. The Terms of Appointment relating to this post are published on the website.**

**Data Protection: WHH shares recruitment data with the University of Essex who provide human resources services.**

**Wivenhoe House Hotel Limited**

**JOB DESCRIPTION – REQXXXXX**

|  |  |
| --- | --- |
| **Job Title:** | Apprentice XXX |
| **Grade of role (apprentice is working towards):** |  |
| **Apprentice Salary Grade:** |  |
| **Contract:** |  |
| **Hours:** | 40 hours per week (to be worked flexibly 5 days from 7) |
| **Responsible to:** |  |
| **Responsible for:** |  |
| **Purpose of job:** | This is a developmental post. This post holder is employed as an apprentice undertaking a XXX apprenticeship.  The main purpose of the role is to XXX. |

**Duties of the Post:**

During your apprenticeship you will complete a XXX apprenticeship and learn how to undertake the following:

1. Be fully conversant with all policies and procedures and licensing laws affecting the health, safety and well-being of staff and guests
2. Undertake any reasonable duties as requested by the Hotel Manager or their nominee

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

**Terms of Appointment**

For a full description of the terms of appointment for this post please visit our [website](https://www.essex.ac.uk/staff/uecs-and-wivenhoe-house-staff/wivenhoe-house-hotel-staff).

**PERSON SPECIFICATION**

**Qualifications/Training**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **English & maths level 2** |  |  |
|  |  |  |

**Experience/Knowledge**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Skills/Abilities**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
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**Other**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| * Ability to meet requirements of the UK right to work legislation\* | X |  |
| * Be 16 or over and not in full-time education before commencing an apprenticeship | X |  |
| * Currently living in England with a valid and eligible residency status | X |  |
| * Not hold a higher qualification in the same subject as the apprenticeship (as apprenticeship funding requires that the training is materially different from any prior qualification) | X |  |

\* In accordance with Home Office guidance and the Asylum, Immigration and Nationality Act 2006 the University of Essex has a responsibility to ensure all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Further information about UK immigration requirements and working in the UK can be found on the [Home Office website](https://www.gov.uk/browse/visas-immigration/work-visas). **Please note we will also not be able to provide sponsorship for, or accept as ‘right to work’, a Tier 4 or Student visa for this post.**

**ADDITIONAL INFORMATION**

**Wivenhoe House Hotel**

Wivenhoe House is as a 4 star country house hotel and home of the Edge Hotel School. The hotel offers luxury suites and rooms, a 100 seater Brasserie, afternoon tea, and flexible spaces for meetings and events. As the home of the Edge Hotel School, this is a unique environment, where alongside learning the academic theory, hotel staff are future leaders of the hospitality industry, working and learning alongside you and other industry professionals.

The successful candidate will be employed by **Wivenhoe House Hotel Limited**, a wholly owned subsidiary of the University of Essex. The terms of employment for this role are specific to Wivenhoe House Hotel Limited.

You can find more information about the department on our [website](http://www.wivenhoehouse.co.uk/).

**Benefits**

* Competitive salaries
* Training and Development
* Childcare facilities
* NEST pension scheme
* Generous holiday allowance
* Free parking for staff
* Meals on duty
* Discount of 50% on overnight stays and food and 20% on beverages
* Free overnight stay for two people including dinner for every year of service
* Dry cleaning service for staff uniform
* Monthly employee recognition programme
* Further in house benefits

**General Information**

Informal enquiries may be made to <NAME>, <JOB TITLE> (telephone: 01206 863666, e-mail: [xxxxxxxx@wivenhoehouse.co.uk](mailto:xxxxxxxx@wivenhoehouse.co.uk)). However, applications must be made online.

**In response to COVID-19 the University has implemented adjusted working arrangements for many staff, with a significant number working remotely. At the time of a job offer, remote and campus working will be discussed and considered on an individual basis but you will be expected to be based within the UK.**

Where this post is fixed-term, it is because it is linked to the duration of your apprenticeship training. Upon completion of the apprenticeship, you may apply for any advertised University vacancies in the normal way. There is no guarantee of a permanent position upon completion.

You will be studying towards your XXX and your training will be provided by XXX. This role is linked to the training and therefore all requirements of the qualification (e.g. coursework, attendance at meetings and lectures/classroom based training) need to be met for your employment to continue.

**The University of Essex – a profile**

The University of Essex was founded in 1964 when it opened its doors to a cohort of just 122 students. Since then, we have grown in both reputation and size. The University is split across three campuses - in Colchester, Southend and Loughton (East 15 Acting School). All academic activity is organised into three faculties – Humanities, Science and Health and Social Sciences. More information about the University can be found on the [University of Essex website](https://www.essex.ac.uk/about).

**Staff communities, networks and forums**

We are proud to have a number of [staff Networks](https://www.essex.ac.uk/staff/forums-and-networks) including: [Access Forum](http://www.essex.ac.uk/access/access_forum/default.aspx), [Black Asian and Minority Ethnic community Staff Forum](https://www.essex.ac.uk/staff/forums-and-networks/bame-staff-forum), [Essex Women's Network](http://www.essex.ac.uk/equality/forums/essex-womens-network.aspx), [Global Forum](http://www.essex.ac.uk/equality/forums/global/default.aspx),  [LGBTQ+ and Allies Community](https://www.essex.ac.uk/staff/forums-and-networks/lgbtq-staff-forum) and [Parent's Support Network](http://www.essex.ac.uk/equality/forums/support-for-parents.aspx).

Our Colchester campus based [Faith Centre](https://www.essex.ac.uk/life/student-facilities/religion-and-faith) hosts regular services, meetings and events organised by our chaplains and faith representatives.

**This document is produced by:**

**Produced on behalf of Wivenhoe House Hotel Limited by:**

**University of Essex Resourcing Team**

**People & Culture**

**University of Essex**

**Wivenhoe Park**

**Colchester CO4 3SQ**

**United Kingdom**

**Tel: +44 (0)1206 876559**

**Email:** [**resourcing@essex.ac.uk**](mailto:resourcing@essex.ac.uk)

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