



# Candidate Information Pack

A guide to our Charity and Schools

[licensedtradecharity.org.uk](https://licensedtradecharity.org.uk)



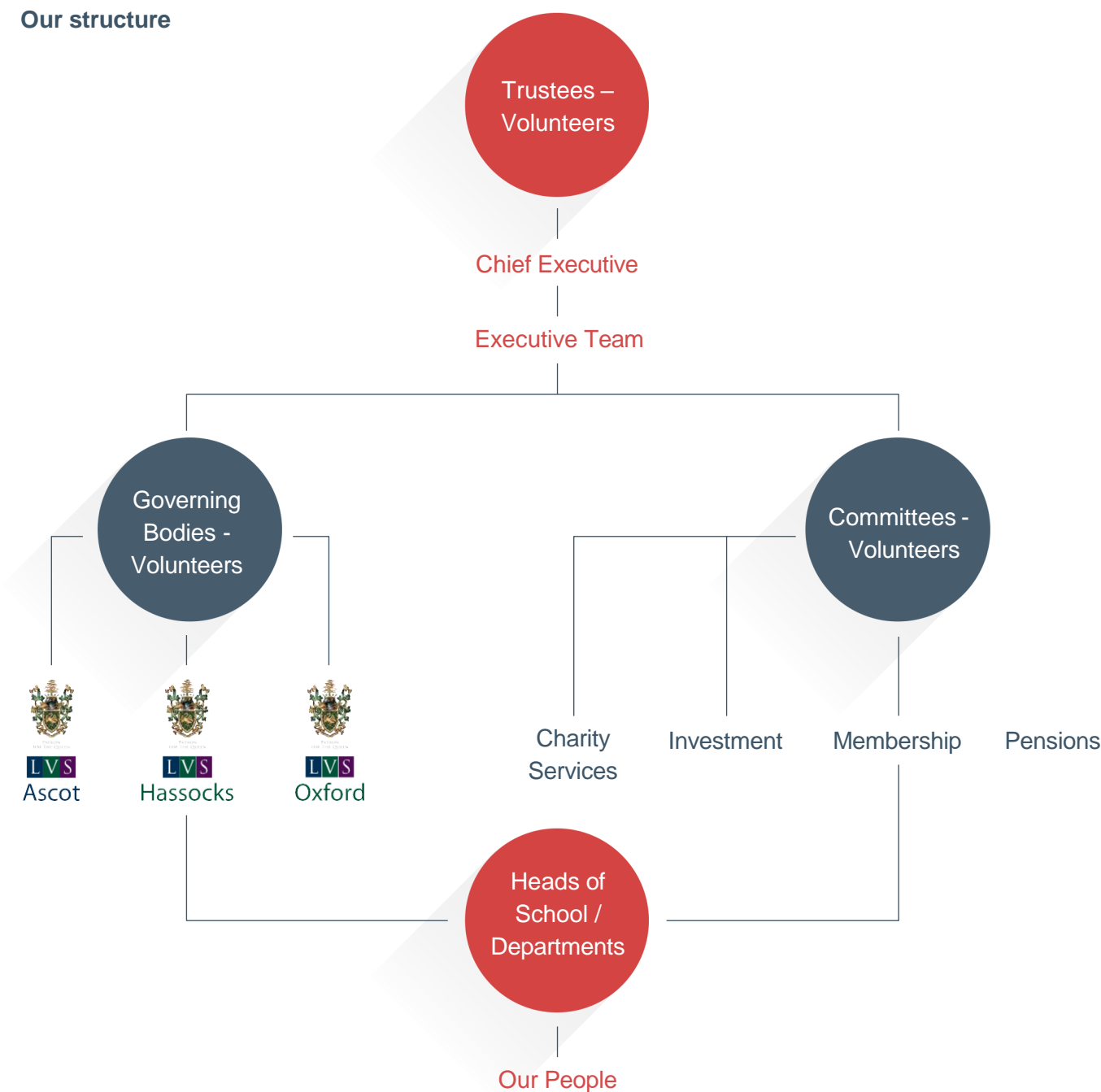
LICENSED  
TRADE  
CHARITY

# Our Heritage and Structure

The Licensed Trade Charity and our three LVS schools are exciting places to work. We have been helping individuals in need from the hospitality sector since 1793 and we have been educating children since 1803 when we opened our first school.

We are proud of our heritage and of the stability and security that gives all parts of our organisation and while our structure takes a little explaining, we are proud of the career opportunities that structure presents.

## Our structure





## Message from the CEO

**I am proud to lead an organisation with education and support at its heart.**

Our staff teams include individuals who embody our core values and The LTC Way. We employ the right people, in the right jobs, with the right attitude. People who are flexible, intelligent risk takers, honest and able to embrace change with a 'can do' attitude. We believe that employing the right people is what gives us a competitive advantage.

### Our Core Values (The LTC Way)

Pride

Passion

Care

Honesty

Responsibility

The Licensed Trade Charity owns and manages three independent schools. The Charity's schools have always innovated and tried to lead the way for best practice.

We have been educating children for well over 200 years, we were awarded the Royal Charter in 1836 and have enjoyed the Patronage of Her Majesty The Queen throughout her reign.

LVS Ascot is a mainstream day and boarding school for girls and boys aged 4 to 18 based in Ascot, Berkshire with approximately 850 pupils. The school has always had inclusivity at its heart, from the start the school has been co-educational and non-selective, accepting all abilities.

Our other two schools are specialist day schools for boys and girls aged 11 to 18 with a diagnosis of autism, one in Oxford (LVS Oxford) and the other near Brighton (LVS Hassocks). Both schools accommodate approximately 65 pupils and deliver an education that allows pupils with autism to achieve their very best, to flourish and learn in a specialist environment.

We are first and foremost a Charity. Our Charitable Objects prioritise welfare for individuals in the licensed hospitality sector as well as education. For the licensed hospitality sector we offer practical guidance, emotional support and financial grants through our, website and 24/7 helpline.

**Chris Welham**

## Our Benefits

- Competitive salary.
- Employee Assistance Programme including access to 24/7 telephone counselling.
- Access to HSF health care plans.
- Free food, refreshments and parking.
- Choice of contributory pension schemes.
- Fully supported training and CPD.
- Great working environments.
- Life assurance.
- Residence (for appropriate roles).
- Cycle to work scheme.
- Fee remission.

We are proud that behind our commercial operations, which generate a profit, there sits our purpose as a charity; to help those in need and to educate – Profit with Purpose.



## LTC and LVS schools in numbers



**320**

members of  
staff (approx.)



Educating  
children since

**1803**



Helping licensed  
hospitality people since

**1793**



**70+**

acres of beautiful  
grounds across  
our 3 sites



**120k**

licensed hospitality  
people helped since  
Covid began



**£3.3m**

in grants / services  
to licensed hospitality  
since Covid began



**22**

or fewer children  
in LVS Ascot  
classes



**1:4**

staff / pupil ratio at  
LVS Hassocks &  
LVS Oxford

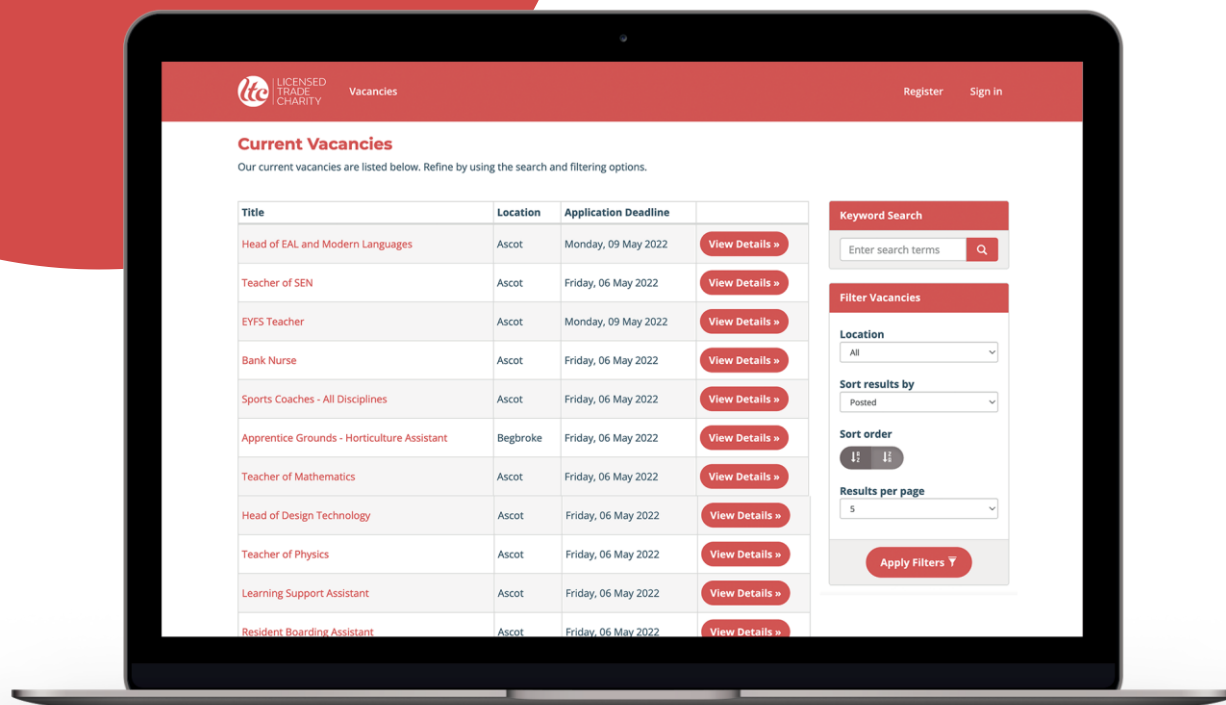


**14**

employees trained  
through apprenticeship  
levy 2021

## How to Apply

Visit [www.licensedtradecharity.org.uk/work-for-us](http://www.licensedtradecharity.org.uk/work-for-us) to see all our vacancies.



## Find us

**Licensed Trade Charity**  
Heatherley  
London Road  
Ascot  
Berks  
SL5 8DR

**LVS Ascot**  
London Road  
Ascot  
Berks  
SL5 8DR

**LVS Hassocks**  
London Road  
Sayers Common  
Hassocks  
BN6 9HT

**LVS Oxford**  
Spring Hill Road  
Begbroke  
OX5 1RX

## Diversity, Inclusion and Safeguarding

- At our locations Diversity and Inclusion are so important in creating a diverse talent pool. It encourages employee retention, financial performance and an exciting culture to work in.
- The Licensed Trade Charity is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Our posts are exempt from the Rehabilitation of Offenders Act 1974; pre-employment references and enhanced DBS are completed together with statutory bodies checks.

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## What our LTC community says

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**Ellie Burns**  
PR & Events  
Assistant

Working for the Licensed Trade Charity in a graduate role has been a great first full-time job for me, not only are the team incredibly welcoming, supportive and fun to be around but the responsibility and trust you are given from the offset is something I noticed and valued. The position allows for a variety of work experience due to the three schools that the Charity own and manage, there is never a dull day and I am always learning new things in PR, Marketing and Event Management. The team are passionate about adding to your CV and giving you the chance to complete qualifications that can add to your existing knowledge. I have recently chosen to undertake a qualification recognised worldwide in Digital Marketing. The Charity allows you to do this within your working week hours and I am excited to start learning and complete the course.

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**Ben Wheeler**  
Facilities Manager

Learning and developing is something that we should always be striving to do throughout our career. With the support of the Licensed Trade Charity, I have been given every opportunity to do so on a daily basis through courses such as the ILM, Health & Safety training, and support, guidance and coaching from my line manager. I am learning from the rest of my team, who are also constantly learning and developing, as experienced professionals or novice apprentices. We have a culture across the organisation to support each other's needs, to develop and improve and be the best we can.


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**Kayley Willcocks**  
Deputy Head of  
LVS Hassocks

My career with the Licensed Trade Charity started in 2014, when I began my journey at LVS Hassocks working in the residential department of the School. I have been offered many opportunities that have supported me to grow as a person and develop as a professional. Training with the Institute of Leadership & Management was particularly beneficial and enabled me to undertake more senior positions in the School. I have been the Deputy Head of School since 2019, and I am currently undertaking a CIPD Level 5 Associate Diploma in People Management. The staff at LVS Hassocks are incredibly skilled and knowledgeable; it is great to work in an environment where you continually learn from others, alongside formal CPD.

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A photograph of three people in a meeting. A woman with long dark hair and glasses, wearing a light blue shirt, is smiling and looking towards the other two people. A man with a beard and glasses, wearing a dark sweater, is looking at her. A woman with long brown hair and glasses, wearing a plaid shirt, is also looking at the woman in the blue shirt. They are in a room with a brick wall in the background.

To find out more about working  
for the Licensed Trade Charity  
or our Schools contact us on

**01344 882770**

or email [HR@ltcharity.org.uk](mailto:HR@ltcharity.org.uk)



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