



Information for Candidates

Caretaker & Estates Operative

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Headmistress' Welcome

Thank you for your interest in the Caretaker and Estates Operative vacancy we have at Terra Nova School. Whether this is the first time you've come across Terra Nova or you already know us well, it doesn't take long to understand that whilst our setting is extremely beautiful, it is the people within who make it the special place it is with our pupils at its heart.

Our dedicated and highly skilled staff is the linchpin of the community and our pupils are at the centre of everything we do. If you like what you read here and think you could be a good addition to our team, then we'd love to receive your application.

As a leading prep school, nestled in the Cheshire plains, we were graded 'excellent' in all areas by the Independent Schools Inspectorate in July 2022 and exceeded in all areas in November 2025. We have ambition for every child and our philosophy for education is simple; a truly whole child education where all pupils achieve their potential to lead happy and fulfilled lives.

Reflected in our vision and values, we unearth each child's talent through a curriculum that is truly broad and balanced. Our dedicated and highly skilled teaching team carefully craft opportunities for challenge and learning. Character values are explicitly taught and practised at every opportunity to further enhance our whole child approach. Our support team is integral to providing the nurturing and supportive environment that enables our pupils to thrive.



Welcome to Terra Nova

At Terra Nova School ambition begins and futures take shape. Nestled in the rolling Cheshire countryside, we believe that every child has unlimited potential – and we have ambition for every child.

As a leading co-educational day and boarding prep school, and part of the Shrewsbury School Family, we combine tradition with innovation to deliver an education that excites and empowers.

Our pupils are curious, confident, and full of character – qualities that flourish through inspiring teaching, enriching opportunities and a culture that celebrates individuality. Excellence is woven into every day. From Nursery through to Year 8, our pupils are challenged to think deeply, act kindly and embrace new opportunities. They are taught by talented and passionate educators who bring learning vividly to life ensuring that curiosity and confidence grow hand in hand. Our wider school community creates a safe and secure environment filled with excitement and opportunity, where pupils' wellbeing and happiness is paramount.

Terra Nova also benefits from being part of the Shrewsbury Family of Schools. This pathway allows us to extend the same ethos and standards into the senior years, with Shrewsbury School recognised as one of the UK's leading independent schools. For our families, this means a joined-up journey from early years through to Sixth Form – a reassuring continuity of care, character and excellence. For our staff, this means access to a larger family of support, greater expertise, collaboration, resources and opportunities for development.



Caretaker and Estates Operative

Salary £25,000.00 per annum

This is a residential role and an extremely exciting opportunity to be part of a small team providing services across the boarding school site and, on occasion, at off-site locations. With exception to the site security elements, the duties scheduled below will be shared on a rota basis with other members of the team. Caretaker and Estates Operative services encompass first line maintenance, security, caretaking, lettings and transport support responsibilities within a residential school environment.

The post holder will support the safeguarding and welfare of boarding and day pupils, assisting staff in maintaining a safe, secure, compliant and well-managed environment.

In addition, the post holder will support the School's commercial lettings programme by assisting with the preparation, opening, supervision, and securing of facilities used by external hirers and visitors. They will be a welcoming and supportive presence particularly during the holiday periods.

The successful candidate will be expected to contribute positively to the wider life of the boarding school community and promote the School's commitment to safeguarding, pastoral care, and pupil wellbeing.

The role includes a requirement to reside on site and contribute to a general on-site presence, supporting the overall safety and security of the premises. This may include providing informal site supervision and offering assistance in emergency situations where reasonably required. However, the post-holder is not expected to remain on site at all times, and reasonable periods away from site are fully anticipated.

Closing date for applications will be Friday 29th May 2026

Interviews will take place Friday 5th June 2026

Shrewsbury School and Terra Nova School are committed to safeguarding and promoting the welfare of children and young people, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Job Description

Typical duties of the role will include (this list is by no means exhaustive):

Maintenance Duties

As part of a small team the following duties will include:

- Decoration internally and externally as required by a pre-agreed programme
- Carpentry repairs
- Minor building/external works (levelling slabs, replacing fenceposts, small pothole repairs etc)
- Refurbishment of individual rooms, or groups of rooms, as required by a pre-agreed programme.
- Minor plumbing repairs
- Unblocking hand basins, WCs etc
- Hanging curtains and blinds
- Assembly/dismantling furniture
- Cleaning gutters, downpipes, gulleys, hoppers and rainwater goods in general
- To identify any potential building maintenance problems or hazards around the site and report them to the Head of Estates
- To work with the central teams / contractors on larger projects aiding as required

Heating & water systems

- To understand the operation of all heating systems on site
- To undertake routine adjustment of programmer times
- To isolate sections as required for leaks or maintenance
- To support and undertake flushing of infrequently used outlets & monthly temperature checks.

Swimming Pool testing

- To support in undertaking routine (three times per day) testing of swimming pool water and recoding the results.

Electrical systems

- To understand the operation of all electrical systems of the school site
- To isolate areas as required if faults occur
- To undertake basic fault finding of portable equipment to be able to identify a faulty item and to reset any associated trip switches
- To undertake and record weekly fire alarm tests & monthly emergency lighting and smoke/monoxide detector checks
- Undertake and record portable appliance testing

Grounds and Gardens

There is a full-time grounds person on site, however this role will provide assistance when required to support. Typical duties may include:

- To keep all external areas tidy
- Litter picking
- Set up / take down of sports equipment
- To mow lawns, undertake leaf-blowing, cut hedges as required.
- Assist during adverse weather conditions, including gritting and snow clearance where required.

Security Duties

- Carry out regular patrols of the School site, boarding house, grounds, and car parks.
- Maintain a visible adult presence on site during evenings and weekends.
- Monitor site security and respond appropriately to alarms, incidents, and emergencies.
- Lock and unlock buildings, gates and facilities as required, mornings and evenings.
- Monitor visitor and contractor access to the site.
- Escort contractors and ensure compliance with School safeguarding and health & safety procedures.
- Assist with fire alarm activations, evacuations, and emergency procedures.
- Report hazards, defects, maintenance issues, or safeguarding concerns promptly.
- Receive, sort and deliver post to various locations around the school.
- To walk the grounds to ensure that all doors are locked, windows shut and the site generally secure.
- To monitor, and challenge when deemed appropriate, vehicles and people on Site.
- Liaise with the Head of Estates at the start of the shift, to ensure that any information flows freely between all parties.
- To make a note of any site / building defects seen and appropriately report these.
- Car parking duties for large scale events.
- Assist in maintaining high standards of pupil behaviour and welfare across the boarding school environment.

Caretaking Duties

- Undertake all caretaking and portering duties.
- Ensure the School grounds and external areas remain safe and presentable.
- To move furniture, laundry, and other materials and equipment around site as required, to set and reset rooms as required, and to generally set up for events
- Setting up for events including examinations, concerts, exhibitions and open days and unsetting post event with safe storage of resources.
- To collect & process waste and refuse across the site
- To ensure all waste/recycling points are kept clean, tidy and presentable at all times.
- To liaise with the waste contractor over collection times, cancellations, etc
- Support the Head of Maintenance with day-to-day operational duties.

Commercial Lettings Support

- Work alongside the Operations Manager in supporting the School's commercial lettings programme.
- Assist with the opening, closing, and preparation of facilities for commercial lettings and external events.
- Provide support and assistance to external hirers using School facilities.
- Ensure hired areas are safe, clean, secure, and ready for use.
- Undertake fire evacuation tests for external users
- Carry out post-event checks and report any damage or maintenance issues.
- Support the smooth running of lettings activities during evenings, weekends, and holiday periods

Operation of the School Minibus

- Safely drive a school minibus on assigned routes, and as required for other school activities.
- Oversee the signing in and out of the schools and hire minibus fleet.
- Pick up and drop off students at designated locations on time
- Ensure the safety and well-being of all passengers
- Conduct daily vehicle checks and report any issues
- Maintain cleanliness and basic upkeep of the vehicle
- Follow all traffic laws and school transport policies

Other Duties

- Staff are expected to carry out other duties as reasonably requested by the Headmistress.
- Work collaboratively with others to develop effective professional relationships

Safeguarding

- Read, understand and comply with the School's policies
- Behave at all times in a manner consistent with the School's ethos and staff code of conduct.

Health & Safety

- Read and be familiar with the School's Health & Safety procedures.
- To undertake all training offered, particularly around fire, working at height, safe use of machines, COSHH.
- To respond to in hours, or out of hours call outs in the case of emergency situations. Duties involved could include:
 - General assistance in a major situation, e.g. fire
 - Clean up duties, e.g. in a flood situation
 - Driving duties: to salvage a school vehicle that has broken down etc.
- To undertake routine maintenance and inspection of all tools used.
- To undertake and record ladder inspections
- To be a Fire Warden
- Carry out the above responsibilities in a manner that ensures the safety and wellbeing of the pupils and other staff.



Person Specification

Description	Essential	Desirable
Qualifications and knowledge		
Good standard of education	Y	
To hold a full clean driving license with D1 or willing to work towards	Y	
To hold suitable qualifications for the erection of mobile tower scaffolds and for the operation of powered hydraulic access equipment (Training will be provided)		Y
A basic health and safety certificate		Y
Work Experience		
Must have previously worked in a similar environment supporting building trades.		Y
To have a working knowledge of basic 'DIY' skills	Y	
Together with the ability to complete arduous tasks.	Y	
Must be able to respond positively to change, and to implement changes where appropriate.	Y	
Keen eye for detail and high expectations of the appearance and upkeep of buildings and grounds.	Y	
Ability to recognise hazardous situations/materials and respond accordingly.	Y	
Able to complete tasks to satisfactory conclusion.	Y	
Personal Attributes		
Ability to work within a team and on own initiative.	Y	
Must be reliable and a good timekeeper.	Y	
Excellent verbal communication skills	Y	
Ability to work on own initiative.	Y	
Flexible approach to working hours.	Y	
Specialist Knowledge		
Knowledge of relevant legislation such as Health and Safety, Building Regulations, Asbestos Regulations etc.		Y
Must be able to operate powered hydraulic access equipment.		Y
Experience and knowledge of basic vehicle maintenance.		Y
Other/Special Working Conditions		
Some out of hours and weekend work will be required. Therefore, the successful applicant must be willing to work additional hours to suit the business needs of the school.	Y	
Must be willing to undergo further training to gain the appropriate qualifications detailed in this document or other relevant courses as deemed suitable by the Property Surveyor.	Y	



Our Ethos

A Terra Nova education provides a **safe, ambitious** and **nurturing** environment in which children can flourish: discover their **talents**, develop their **potential** and contribute to the **community**, to lead **happy, fulfilled** lives.

We support every pupil to grow through the principles of **GROWTH**:

GratITUDE – appreciating opportunity and giving back with generosity.

Respect – valuing difference and showing kindness in every interaction.

Outstanding education – inspiring ambition, creativity and curiosity.

Worldliness – nurturing open-minded, globally aware young people.

Teachers – recruiting exceptional educators who know and champion every child.

Happiness – ensuring children enjoy their learning and flourish through joy and purpose.

Our community lives by five core values: Resilience, Open-mindedness, Confidence, Kindness and Discipline. They are evident in every lesson, every performance, every game, and every friendship.



Co-Curricular Life at Terra Nova

Being a part of Terra Nova's thriving community is exciting, inclusive and full of possibilities. We firmly believe in an education where academic pursuits are supported by wonderful co-curricular opportunities: enriching experiences that ignite a spark, lead to another question or nurture a quiet confidence.

Prep School is a time to try everything, and to have enormous fun doing so! Pupils throw themselves into the near-endless array of opportunities at Terra Nova, taking advantage of everything that is on offer. Breaktime, Lunchtime or After-School Clubs further the academic and personal development of our pupils, whether it be polishing up their Maths, English or Coding skills, opening their creative minds, or thriving on challenges specifically tailored to our scholars.

The huge range of sports clubs takes advantage both of our own outstanding facilities and those in the local area, and pupils can try their hand at Fencing, Skiing, Cross-Country, Shooting, Golf, Athletics, Swimming, Gymnastics and Tennis in addition to any of the core school sports. Creative and Performing Arts opportunities abound, with almost daily rehearsals for pupils of all ages, and for those with particular interests, whether Mindfulness, Chess, Eco, or Dungeons and Dragons, there is undoubtedly something – if not many things – for every child.



The Application Process

Please complete the Terra Nova School application form.

Please submit your completed application form via the link embedded in the relevant job advert on our website, which can be found via [Job Vacancies | Shrewsbury School](#).

Alternatively, you may prefer to send a printed copy, addressed to: The Human Resources Department, Kingsland House, Shrewsbury, Shropshire, SY3 7BB.

The closing date for applications is 10:00am, Friday 29th May 2026.

Start date: **As soon as possible.**

Short-listed candidates will be invited to interview on Friday 5th June 2026.

Offers will be given verbally and in writing as soon as possible following the interview.

The School reserves the right to appoint at any stage of the recruitment process.

Queries regarding the application process should be addressed to: recruitment@shrewsbury.org.uk or telephone 01743 250834.

Please note the Recruitment Guidance Notes on page 16.

Contractual Terms

Salary

Salary is £25,000.00 per annum based on skills, qualifications and experience.

Hours

This is a full-time, full year, permanent position, working during term time and school holidays.

Normal working hours are 8am to 5pm, Monday to Friday, with a one-hour unpaid lunch break.

The role includes a requirement to reside on site and contribute to a general on-site presence, supporting the overall safety and security of the premises. This may include providing informal site supervision and offering assistance in emergency situations where reasonably required. However, the post-holder is not expected to remain on site at all times, and reasonable periods away from site are fully anticipated.

Sick pay

Ranging from 1 month full pay and one month half pay, to 6 months full pay and 6 months half pay depending on service.

Holiday

Annual leave year runs from 1 April to 31 March: a full year's entitlement is 28 days per annum, plus statutory bank holidays. New members of staff will receive a pro-rata entitlement in this leave year if employment commences part way through the year.

Pension

All support employees are eligible to join the School's Pension Scheme (employee 5%, employer 3%).

Staff Benefits

Training & Development

All school staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life.

Provision of Meals

Breakfast, lunch and dinner are provided at our dining room during term time, refreshments are provided on site.

Parking

Parking is provided free of charge on and around site in designated areas.

Employee Assistance Programme

Staff can access free wellbeing support, counselling and advice and guidance.

Recruitment Guidance Notes

Terra Nova School 2026

Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

Probationary Period

All appointments are subject to a probationary period.

Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter which details your suitability for the role and what you would bring to the School.

Note: Unfortunately, CVs are not accepted.

Please submit your completed application form and covering letter via the link embedded in the relevant job advert on our website, which can be found via [Job Vacancies | Shrewsbury School](#).

References

In order to assess candidates' suitability, we shall request at least two references. Please note that in accordance with best practice Terra Nova School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- ✦ Current passport, share code or eligible immigration document
- ✦ Current driving licence
- ✦ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*).

Evidence of qualifications

If you are invited to attend an interview you will be asked to bring original

evidence of your qualifications.

Medical Fitness

If successfully appointed, you will be asked to complete a health declaration questionnaire and if necessary, an occupational health referral will be made.

Safer recruitment checks

Please read through the School's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

DBS Disclosure and other checks

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

Overseas Police check

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The School will support the successful candidate through this process.

Prohibition check

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

Social Media check

The School is required under Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.