

# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



## **Information for Candidates**

### General Maintenance Operative (GMO)

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# Headmaster's Welcome

Having moved to Shropshire with my wife and young family in 2018, I can speak with first-hand experience of the warmth of welcome offered by the School community and indeed within the town of Shrewsbury. It really is a friendly, gentle yet invigorating place to live and work.

The School's 110 acres have the feel of a village gathered around a green. Stunning architecture complements the natural beauty of ancient trees and open spaces that are meticulously maintained. We wholeheartedly believe that children and staff alike respond to the inspiration of their surroundings. There can surely be fewer more uplifting places in which to live and learn. Staff morale is high and there is a shared sense of purpose which is energising. The pupils are a diverse crowd who are united by a willingness to participate and enjoy all that the school has to offer. We have an excellent staff development programme ensuring that colleagues are stimulated to keep growing as professionals.

Above all, it is a community where the individual is celebrated and encouraged to become the fullest and best version of her or himself: this goes as much for the staff as it does the children in our care.

Thank you for your interest in Shrewsbury School and this important role for me personally! I hope that this document will encourage you to go ahead with an application that may lead to your joining this unique and vibrant school community.



*Leo Wilkey*

# Welcome to Shrewsbury School

Shrewsbury School, Independent School of the Year 2020, has a world-class reputation for all-round excellence. Fully co-educational, with a seven-day boarding heartbeat and an integral day community, the school delivers a dynamic education that develops the abilities and enthusiasms of each and every pupil.

Founded by Royal Charter in 1552, Shrewsbury School is one of the 'great' nine schools in England identified by the Clarendon Commission of 1861. The School moved to its current location in 1882. Over the centuries it has grown in size and reputation. Girls first joined the Sixth Form in 2008 and it is now ranked amongst the leading co-educational boarding schools in the world, educating around 840 pupils aged 13-18 years.

Shrewsbury delivers a programme of academic learning that is exciting, challenging, responsive and versatile. On the School's breath-taking 105-acre site on the banks of the River Severn, pupils also have the opportunity to participate in a wide range of sporting, music, drama and co-curricular activities, as well as being encouraged to engage in adventure and charitable endeavour.

Shrewsbury School is committed to a seven-day full boarding model that benefits from a local day element. The School offers only one kind of boarding: full boarding, with nearly 80% of the school roll being full boarders and around 20% holding non-UK passports.

Packwood Haugh Prep School (co-educational, boarding and day school for pupils aged 3-13) became part of the Shrewsbury family of Schools in 2019.

Shrewsbury is a registered charity with a number of wholly owned trading companies, an annual income of over £25m and a staff of 400. It is overseen by a Governing Body which has up to 19 members. The Governing Body and its Committees meet once a term.

Recent years have seen an ambitious programme of new buildings and refurbishment projects. The fully refurbished Barnes Theatre, recently opened by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. The building of a fifth girls' House (Queen Elizabeth Hall) was completed and opened in September 2023, along with two new all-weather sports pitches. A full refurbishment of Rigg's Hall, one of our boys' Houses, completed in 2022, with refurbishment projects of Churchill's and Ingram's Hall completing in December 2023. There are also plans to refurbish School House in Summer 2024.

## **GENERAL MAINTENANCE OPERATIVE (GMO)**

***Permanent, full-time, 52 weeks***

We wish to appoint a General Maintenance Operative to join an established team in providing first line and general site support services to the Works Department Trades and the School as a whole.

We are looking for a flexible individual who has the required basic skills and the right personality to get the job done. Essentially, you must have previous experience of supporting building trades, DIY skills, together with the ability to complete arduous tasks. You must hold a full driving licence, with D1 entitlement, with experience of basic vehicle maintenance as you will be required to undertake first line assistance with the School Vehicle Fleet. Other duties will include preventative maintenance works, Portable Appliance Testing (training will be provided, if required), recycling, collecting and delivering materials, furniture and other general portering tasks.

This is a full-time position working Monday to Friday, and Saturday mornings on a rotational basis. Please see the recruitment pack for further details on the rota.

The salary will be up to £24,287 per annum, plus generous benefits to include pension, life insurance, free school lunch when kitchens are operational, free car parking and free use of the library, swimming pool, gym, tennis courts and squash courts.

A full job description and application pack can be obtained from <https://www.shrewsbury.org.uk/page/job-vacancies>, alternatively please call 01743 280834 or email [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk).

**Closing date for applications is 12pm, Monday 29 April 2024**

**Interviews will be held on Wednesday 8 May 2024**

***Shrewsbury School is 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

## MAIN PURPOSE OF ROLE

To provide first line and general site support services to the Estates Department trades and the school as a whole.

## LEVEL OF POSITION

The Post holder will report directly to the Maintenance Manager.

## DUTIES AND RESPONSIBILITIES

*The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below. The postholder will be expected to be 'proactive' in their work and to undertake tasks within their capability that may not necessarily be listed below.*

### Main Responsibilities:

#### Maintenance Projects

- ✦ To assist other trades in the Estates Department or other Support Departments either directly in the progress or completion of a particular task or in arranging for the delivery of materials or removal of debris etc. from the workplace.
- ✦ To undertake minor 'first line' maintenance tasks requiring only the use of simple hand or power tools and similar equipment.
- ✦ To undertake general minor building maintenance repairs including decorative repairs, replacement of door handles and hinges, adjustment of door closers and any other building maintenance related disciplines required within the level of this role.
- ✦ To carry out preventative maintenance to include: *(this list is by no means exhaustive)*
  - Replacing ceiling tiles
  - Replacing or laying carpet tiles
  - Unblocking hand basins, WCs etc.
  - Hanging curtains, blinds etc.
  - Minor repairs to furniture, e.g. ferrules, hinges, latches
  - Cleaning of gutters, downspouts, gulleys, hoppers and rainwater goods in general

- Assembly/dismantling furniture
  - Water Temperature testing
  - Portable appliance testing
  - Strimming/mowing and other first line maintenance at Talargerwyn.
  - Weekly sentinel flushing
- ✿ To assist other trades with any difficulties or emergencies that may occur.
  - ✿ To identify any potential building maintenance problems or hazards around the site and report them to the Maintenance Manager. To undertake locking up duties around the site.

### **General/Team Working:**

- ✿ To collect & process waste and refuse across the site. This would necessitate:
- ✿ The uplifting of recycling materials from all collection points on a regular basis and as necessary to prevent any excessive accumulation.
- ✿ To process/sort the materials into compactors, the waste stream or recycle as necessary.
- ✿ To ensure waste/recycling points are kept clean, tidy and presentable at all times. This could include jet washing of wheelie bins, containers and recycling points.
- ✿ To keep recycling areas and equipment safe and to secure all areas/ equipment at the end of each working day.
- ✿ To uplift/process any general waste as necessary and to empty all waste/ rubbish bins around the site on a regular basis.
- ✿ To remove waste materials to the local Amenity Facility at Harlescott (or other designated facility) as necessary.
- ✿ To undertake basic routine maintenance on the compactors.
- ✿ To retain and process all necessary paperwork and documentation as required.
- ✿ To order skips and uplifts as required.
- ✿ To respond to occasional 'out of hours' call outs as part of a response team in 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, e.g. to salvage a school vehicle that has broken down etc.

### **Transportation:**

- ✿ To collect and deliver materials, to move furniture and other general portering tasks etc. for official school functions and events.
- ✿ To collect and deliver for the Laundry as required and generally to assist the Laundry Staff in the handling and replacing of chemical drums, etc.

### **General:**

- ✿ Undertake other duties which are reasonably required, and which are consistent with the general level of responsibility of this role.
- ✿ Maintain high standards, professionalism and confidentiality at all times.
- ✿ The postholder must be willing to be flexible to assist with the rapidly changing work requirements and acknowledge that duties occasionally run past the normal hours of the working day.

### **Contacts:**

- ✿ In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintaining constructive relationships with all.

### **Suitability to work with children:**

- ✿ Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- ✿ This successful candidate will be in regulated activity with young people and therefore, must comply with the School's Safeguarding & Child Protection policy at all times.



- ✦ The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.
- ✦ Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.

# Person Specification

*It is anticipated that the successful candidate will demonstrate the following:*

	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications:</b>		
• Good standard of education.	✓	
• To hold a full clean driving licence with D1 entitlement (or willing to achieve D1 within 6 months of starting role)	✓	
• To hold suitable qualifications for the erection of mobile tower scaffolds and also for the operation of powered hydraulic access equipment. (Training will be provided within first six months)	✓	
• A basic health and safety certificate would be an advantage.	✓	
<b>Work Experience:</b>		
• Must have previously worked in a similar environment supporting building trades.	✓	
• To have a working knowledge of basic 'DIY' skills together with the ability to complete arduous tasks.	✓	
• Must be able to respond positively to change, and to implement changes where appropriate.		✓
• Keen eye for detail and high expectations of the appearance and upkeep of buildings and grounds.	✓	
• The ability to persuade and achieve the cooperation of others to improve standards where necessary.	✓	
• Able to recognise hazardous situations/materials and respond accordingly.	✓	

- Able to complete tasks to satisfactory conclusion.      ✓

**Personal Attributes:**

- Ability to work within a team and on own initiative.      ✓
- Must be reliable and a good timekeeper.      ✓
- Excellent verbal and written communication skills.      ✓
- Ability to work on own initiative.      ✓
- Flexible approach to working hours.      ✓

**Specialist Knowledge:**

- Knowledge of relevant legislation such as Health and Safety, Building Regulations, Asbestos Regulations etc.      ✓
- Must be able to operate powered hydraulic access equipment.      ✓
- Must have experience and knowledge of vehicle maintenance and servicing.      ✓

**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.      ✓
- 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.      ✓

## Our Ethos

Shrewsbury School has a strong vision, derived from our position as a major co-educational boarding and day school of international reputation.

A Shrewsbury education will educate and empower each individual pupil to flourish in life and contribute positively to the world around them.

Shrewsbury offers a unique whole person education – Floreat – that fosters learning and personal development in four vital and mutually reinforcing fields: the intellectual; the active; the expressive and the reflective. Through this distinctive model of education Shrewsbury promotes the Six Salopian Virtues: wisdom; kindness; courage; integrity; self-mastery and spirit.

As a learning community, the school pursues academic knowledge, wisdom, and truth with the aim of developing the 'cultural capital' of each child and instilling character strengths, aptitudes and vital life skills, such as resilience and resourcefulness. The individual is able to flourish whilst also pursuing communal values, social responsibility and a willingness to contribute positively to the wider world.

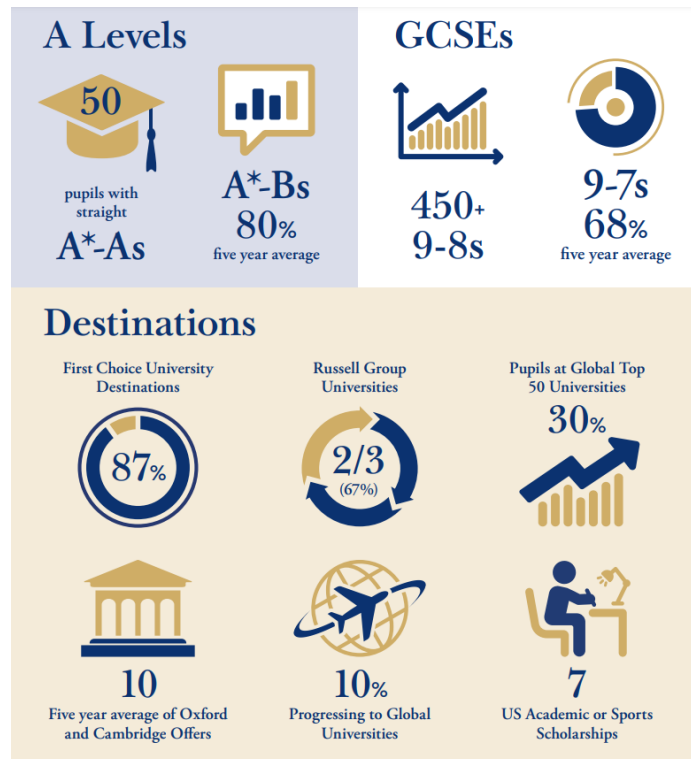
More information about Shrewsbury's Ethos and Educational Philosophy can be found [here](#).



# Academic Life at Shrewsbury

Academic life focuses on developing intellectually curious young adults who are able to think critically and creatively, have the confidence to question and to challenge and are equipped with the skills that they will need to thrive at all stages of life.

In recent years, around 5% of our leavers have gone on to Oxford and Cambridge and virtually all have won places at the university of their first choice. We expect about 80% of A Levels each year to be passed at A\*, A or B grade. But there is as much joy for pupils who surpass his or her expectations as there is for the pupil whose progress to top grades always seemed more certain.



2023 Public Examination Results at Shrewsbury

# Co-Curricular Life at Shrewsbury

We want all our pupils, whatever their ability, to enjoy their life beyond the classroom, and Shrewsbury has a well-earned reputation for artistic, musical and sporting excellence.

We compete internationally in cricket and rowing, and we are one of the strongest schools in the country for football, cross-country running and fives. Facilities and coaching for these - and a host of other sports including badminton, basketball, tennis, fencing, lacrosse, hockey, netball, and rugby - are excellent.

Our school plays and musicals have drawn praise at the Edinburgh Fringe Festival and in London. As one would expect from one of the strongest music departments in the country, the breadth and quality of music making is remarkable, and a number of students win places at some of the top music colleges each year.

We also offer our pupils an extraordinary array of clubs, societies and other co-curricular activities, many of which take place on a dedicated weekly activity afternoon. The majority are led by members of school staff.

Shrewsbury is surrounded by glorious unspoilt countryside and the School makes the most of its easy access to the Shropshire Hills, the Welsh Marches and Snowdonia, as well as easy access to Birmingham and Manchester.



# Pastoral Life at Shrewsbury

The unique, friendly yet respectful atmosphere between staff and students plays a crucial part in establishing the character of Salopians and the School. Together we are a highly supportive community. The House system (7 boys' Houses and 5 girls' Houses) is at the heart of Shrewsbury School.

The House is a Salopian's centre of gravity, a real home from home, somewhere to relax and make friends, as well as work. In addition to their Housemaster or Housemistress, each pupil has a personal tutor who also has strong links to a house and will be involved in a duty evening plus helping out with house events and trips.



# Support Staff at Shrewsbury

Support staff provide management and operational support, in various careers, which enables teachers to focus on the teaching and learning of our pupils. We believe that having motivated and enthusiastic staff who want to support teaching and learning is critical to our academic provision.

We will always strive to achieve the highest possible standards in the breadth and quality of our curriculum, the provision of our facilities and resources and achievements, whether academic, sporting, musical, theatrical or artistic, of our pupils and our staff.

Shrewsbury delights in the uniqueness of its education; a blend of values, traditions, and inspiring people. Our staff are our greatest asset with both teaching and support staff inspiring our pupils through their dedicated professional support.





# International Links

At Shrewsbury School we delight in playing our part in developing outstanding schools around the world. Our first international school opened in Bangkok back in 2003 and has become the benchmark for quality education in the city and the wider region.

So successful has the venture been that we opened a second campus in Bangkok in 2018 to keep up with demand, while at the same time opening a new school in Hong Kong. In 2021, Shrewsbury signed an agreement for a new premium international school to be launched in Phnom Penh, Cambodia. Plans are afoot to open further international schools in the coming years, including Shrewsbury School India in 2025.

The Shrewsbury family of schools share commitment to encouraging intellectual curiosity and respecting diversity and have formed a close and effective partnership over the years. We exchange best practice and perspectives from our own operating contexts via regular staff visits and via Governors who sit on the Boards of the schools. Over the years Shrewsbury UK graduates have visited Bangkok to enjoy gap year opportunities there



# The Application Process

Please complete a Shrewsbury School application form together with a covering letter.

Please email your documents, ideally as 'pdfs' to: [\*\*recruitment@shrewsbury.org.uk\*\*](mailto:recruitment@shrewsbury.org.uk) by the closing date and time. Alternatively, you may prefer to send a printed copy, addressed to: The Human Resources Department, The Bursary, Kingsland House, Shrewsbury, Shropshire, SY4 7BA.

**Closing date for applications is 12pm, Monday 29 April 2024**

**Interviews will be held on Wednesday 8 May 2024**

- Short-listed candidates will be contacted by telephone.
- 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.
- Any questions or queries regarding applications should be addressed to: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) or telephone 01743 250834.

**Please ensure you read the Recruitment Guidance Notes on page 22.**



# Benefits and Contractual Terms

## Contractual staff benefits

### **Salary**

The salary will be up to £24,287 per annum, and this will be dependent upon qualifications and experience.

There may be occasions when you will be called out to deal with an emergency outside normal working hours. In that event you will receive £25 for each call-out, in addition to the hours worked which will be paid at double time. In the event that you are required to undertake driving duties outside your normal shift pattern (e.g. extra-curricular etc.), a separate, flat hourly rate of pay will be paid.

### **Hours**

This position is a full-time role working 40 hours per week, during term-time and during school holidays. To provide increased cover for the School, the General Maintenance Operative will be required to work a shift pattern and also to work on a rotational basis on Saturday mornings, in term-time., which is paid within your annual salary.

Saturday working hours will be from 7am to 12pm (no breaks) on a rota basis. In total, the General Maintenance Operative, will be required to work a total of 8 Saturdays per annum.

There will also be occasions when you will be required to work additional overtime, with prior agreement. All overtime must be authorised in advance by the Maintenance Manager.

### **Sick pay**

The postholder will automatically join the contractual sickness scheme after the first six months of employment. In the event of sickness, you will receive 6 weeks at full pay and 6 weeks at half pay and thereafter Statutory Sick Pay.

### **Holiday**

Shrewsbury School's annual leave year runs from 1 April to 31 March: a full year's entitlement is 28 days per annum, plus statutory bank holidays.

**Pension**

All support employees are eligible to join Shrewsbury School's Pension Scheme (employee 5%, employer 7.5%).

**Life Insurance:**

The post holder will join the death-in service insurance scheme. In the event of your death whilst in Shrewsbury School's employment the postholder's estate will receive two times your basic salary.

# Benefits and Contractual Terms

## Non-Contractual staff benefits

### **Training & Development**

All Shrewsbury 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**

While the kitchens are operational, lunch is provided in our dining room, Kingsland Hall.

### **Parking**

Parking is provided free of charge on and around site in designated areas and with a school permit.

### **Sports Facilities**

Our swimming pool has both staff and staff family swim times. We have tennis courts, squash courts and a gymnasium which are available for staff use.

### **Events**

Staff are able to attend a number of school events, to include theatre productions and music concerts free.

### **Discount Gym membership**

There is a discounted gym membership that staff can access at a local club.

### **Cycle to Work Scheme**

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

### **Counselling**

Staff can access free counselling sessions through the School Counsellors.

# Recruitment Guidance Notes:

## 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 twelve months' 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.

**Note: CVs are not accepted.**

Your letter and application form should be sent as a pdf to:

[recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)

## References

In order to assess candidates' suitability, we shall request at least three references. Please note that in accordance with safer recruitment regulations, Shrewsbury 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 or biometric residence permit
- ✿ 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*).

- ✦ Address identification (ie: utility bill or bank/building society/mortgage statement).

## **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 medical questionnaire and if necessary, provide a satisfactory report from your GP.

## **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.

## **Disclosure & Barring Service (DBS) Disclosure:**

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 the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.



# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL

The Schools, Shrewsbury. Shropshire SY3 7BA.

Email: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)

Telephone: 01743 280500

[www.shrewsbury.org.uk](http://www.shrewsbury.org.uk)

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