

# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates  
**Site Warden**

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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. 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.





# 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 820 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 current school roll in September is around 830 pupils of whom more than three-quarters are full boarders and around 20% are non-UK passport holders.

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 now ongoing. The fully refurbished Barnes Theatre, recently opened by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. A full refurbishment of Rigg's Hall, one of our boys' Houses, has just been completed and the school is about to embark on the building of a fifth girls' House (Queen Elizabeth Hall) which will open in September 2023, along with two new all-weather sports pitches.

## Site Warden

**Permanent £25,415 - £25,821pa + opportunity for overtime**

We are recruiting Site Warden's to join our valued team, combining the role of traditional caretaker and site safety. As Site Warden, you will play an important role in ensuring the School is a safe, inviting, and positive environment for students, staff and visitors.

To be considered for this role you will have:

- A flexible approach to work with a 'can-do' attitude
- Good communication skills
- A full UK driving licence.

The actual hours of work will be incorporated into a shift rota, set 12 months in advance. The hours of work will average between 35 – 40 hours per week, working rolling four day/evening shift patterns, typically 7am – 4pm and 4pm – 1am. There are also plenty of opportunities for overtime should you want it.

The role attracts generous benefits including:

- A generous holiday entitlement
- Life Insurance
- Complimentary meals when school kitchen is operational
- Free use of library, swimming pool, gym, tennis and squash courts
- Free parking
- Training and development

**If you are interested in the role and would like to discuss it further, please call our Team Leader on mobile 07761528045.**

**Closing date for applications is 12pm, Monday 13 May 2024**

**Interviews will be held on Tuesday 21 May 2024**

A full recruitment pack, which includes a job description and application form, 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)

*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

The role will involve providing site warden services around the School and on occasion off-site. Site warden services encompass traditional security and caretaking roles. This will assist other staff with the safeguarding of pupils and the general monitoring of pupils' behaviour standards during the evenings, weekends and on occasions carrying out caretaking duties to include security patrols, evening adult site presence to assist in safeguarding of pupils, car parking/vehicle monitoring, pro-active security enhancement of school site., contractor escorting and general caretaking duties as required.

## LEVEL OF POSITION

The Post holder will report directly to the Team Leader (Site Wardens) who is responsible for day-to-day Line Management including annual reviews, training and development and health and safety.

## 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:*

### Main Responsibilities

- To assist the Estates team with minor works as required, typically this may involve setting up for events including examinations, concerts, exhibitions and open days.
- Collection of delivered post from reception, distributing this post as required to individual buildings and to individual Common Room pigeon holes.
- Undertake weekly paper recycling across the site. This will follow a daily rota and involve collection from individual areas of the site, and delivery to the recycling area.
- First line maintenance of classroom furniture and clocks.

- Collection and escorting of visitors/contractors.
- Assisting the wider works team in a variety of tasks as required.
- To walk the grounds to ensure that all doors are locked, windows shut and the site generally secure.
- To provide a visible presence on site, to interact with the pupils as required to ensure that they conduct themselves in a suitable manner. To learn the areas of the site that may be used for informal gatherings and to include these areas on site patrols. To report any activity of note to a relevant member of the teaching staff.
- To monitor, and challenge when deemed appropriate, vehicles and people on site.
- To provide a visible, part time adult presence in any teaching buildings that are, by necessity, open in the evening.
- To liaise with the School's Estates team 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.
- To liaise with the Deputy Head (Pastoral) and Housemasters/ Housemistresses and their staff as required. To share appropriate information with the local police.

## **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.
- The postholder must comply with the School's Safeguarding & Child Protection policy at all times.

- The postholder will be in regulated activity with young people 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.

### **Contacts:**

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



# Person Specification

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

	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications:</b>		
• A good standard of education.		✓
• To hold a full driving licence.	✓	
• To hold a recognised security qualification.		✓
• To hold a current First Aid at Work certification (training can be given).		✓
<b>Work Experience:</b>		
• Experience of working in a similar environment previously.		✓
• Basic IT skills.		✓
• Previous experience of working with children and young people.		✓
• Able to recognise hazardous situations/materials and to respond accordingly.	✓	
<b>Personal Attributes:</b>		
• Ability to work within a team and alone.	✓	
• Ability to work unsupervised and on own initiative.	✓	
• Must be reliable and a good time keeper.	✓	

- Good verbal and written communications skills. ✓
- Must be able to build good working relationships quickly. ✓
- Ability to make quick decision as situations change. ✓
- To be able to build positive relations with pupils and staff alike. To be able to command respect and not be afraid to demand the highest standards of discipline, appearance or manners. ✓

**Specialist Knowledge:**

- Knowledge of relevant criminal legislation and civil case law relating to acceptable standards of behaviour. ✓
- Awareness and experience of managing conflict. (Training can be provided) ✓

**Other/Special Working conditions:**

- From time to time some additional hours may be required to be worked in term time and also out of term time. The successful candidate must be willing to work additional hours to suit the business needs of the School. All such time will be paid overtime. ✓
- Support and contribute to the ethos of the School. ✓
- The successful candidate must be willing to undertake further training to gain appropriate qualification detailed in this document, or other relevant courses as deemed suitable by the Estates Manager. ✓

## 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 10% 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.



## 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.

### **The Estates Department – Site Wardens**

The Site Wardens team is managed by the Team Leader (Site Wardens). The Department provides a varied support service to the school community during term-time and during school holidays. The teams' duties are varied where one day the team can be providing security patrols around the school site, to providing caretaking duties (parcels, post delivery etc), to assisting with school events and setting up rooms or venues, which will involve some heavy lifting.





## 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.



## 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 the 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: 12pm, Monday 13 May 2024**

Short-listed candidates will be contacted by telephone.

Interviews will be held on Tuesday 21 May 2024

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 applications should be addressed to:  
[recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) or telephone 01743 250834.

*Please also see the Recruitment Guidance Notes on page 20.*



# Benefits and Contractual Terms

## Contractual staff benefits

### Salary

The salary is £25,415 - £25,821pa (subject to hours worked)

### Hours

The actual hours of work will be incorporated into a shift rota, set 12 months in advance. The hours of work will average between 35 – 40 hours per week, working rolling four day/evening shift patterns, typically 7am – 4pm and 4pm – 1am.

There will be opportunities to work additional hours to cover holidays and sickness. Additional hours are claimable on a timesheet. The general Site Warden rota covers the following shifts:

Day shift:           7:00am to 16:00pm  
 Evening shift:    16:00pm to 01:00am

### Example (over 2 weeks):

<b>Wk 1</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
	7am - 4pm	7am - 4pm	7am - 4pm	7am - 4pm	Off	4pm - 1am	4pm - 1am
<b>Wk 2</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
	4pm - 1am	4pm - 1am	Off	Off	Off	7am - 4pm	7am - 4pm

### 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. 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 Shrewsbury School’s Pension Scheme (employee 5%, employer 7.5%).

### **Life Insurance:**

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



## **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.

### **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*)

## 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

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Email: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)  
Telephone: 01743 280500

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

*Registered charity number: 528413*

