
RESIDENTIAL CARETAKER



WELCOME FROM THE HEAD



At Edgeborough, we take great pride in our community, and the unique atmosphere that makes our school so special. As a member of our staff, you will play a vital role in upholding and fostering all that makes Edgeborough an extraordinary place to work and learn.

Joining Edgeborough offers you the chance to help shape the future of our school. Our community is built on kindness, adventure, and a shared sense of responsibility, where both pupils and staff thrive in a positive, energetic environment.

We believe in the strength of teamwork. Every role is integral, and it is our collective dedication that drives the school's success. With our pupils at the heart of everything we do, we strive to be exemplary role models for them, ensuring that every interaction contributes to their growth and development.

If you're ready to be part of a dynamic, compassionate team that places community and pupil wellbeing at its core, we invite you to consider joining us at Edgeborough.

A handwritten signature in black ink that reads "Daniel Cox". The signature is written in a cursive, flowing style.



ABOUT EDGEBOROUGH

Founded in 1906, Edgeborough is one of the leading, co-educational, independent Prep schools in Surrey situated in 50 acres of outstanding countryside in Frensham, Farnham.

The school prides itself on its inclusive approach, providing a comprehensive and stimulating educational experience for children aged 2 to 13 years old. Boarding is offered from Year 4 onwards.

Our pupils demonstrate a keen interest in the world, actively engage in their learning and take pride in their school community. They benefit from a diverse range of opportunities to explore their interests and capabilities guided by dedicated subject specialist teachers, committed to delivering a tailored and enriching curriculum.

Academic excellence is a priority at Edgeborough, but it is just one facet of the learning experience we offer. Music, Art, DT, Drama, Dance and Sports seamlessly complement

our extensive extracurricular activities.

Across the Early Years and Pre-Prep, we uphold an ethos that the magic of childhood is one to be embraced, protected and cherished. Independent learning gathers pace through a curriculum that is interactive, skills based and pupil driven by active questioning and finding out.

The Prep School curriculum is designed to balance academic rigor with fostering creativity, curiosity, and independent thinking. While support is thoughtfully combined with challenge to build confidence and maximise potential, Edgeborough takes pride in its 'Future Ready' education. The teaching and learning approach is anchored in the core principles of the Pre-Senior Baccalaureate (PSB), which prioritises critical thinking, analysis, evaluation, and problem-solving over rote learning. Skills such as communication, collaboration, and flexible thinking are developed to equip students for success in a complex, global society. This approach complements the rigor of the Common Entrance syllabus by placing emphasis on the mastery of essential skills.

Edgeborough is part of the Charterhouse family of schools which provides enhanced opportunities for our pupils, alongside access to further enriching academic provision and leading resources.

The school's ARK values of Adventure, Responsibility and Kindness are central to life at Edgeborough, with kindness at the heart of everything we do. We warmly welcome applicants who share our values and hold the enthusiasm and energy to make a significant and lasting contribution to life at the School.

School Values (ARK)

ADVENTURE

- Show perseverance
- Embrace challenge
- Be ambitious

RESPONSIBILITY

- Be honest and fair
- Respect individuality
- Show moral courage

KINDNESS

- Be kind to others
- Be kind to our world
- Be kind to ourselves

OUR VALUES

Edgeborough will continue to develop as a school which embodies great kindness, fun and community, where pupils and staff have a powerful collective pride in their school, creating a vibrant and special environment to work and learn.

Kindness to yourself and respect towards others are key values and encouraged from the very first day of joining.

We endeavour to be forward thinking and progressive, enabling our pupils to recognise the importance of giving back to others.

We focus on educating the individual, to provide a comfortable and welcoming environment where each pupil feels valued and can flourish.

WHY CHOOSE EDGEBOROUGH

Edgeborough is an exceptional place to work. You will be part of a vibrant and inclusive community with a teaching career in a top independent Prep School. Below are some practical benefits that are offered, complementing a generous remuneration package:

- Competitive contributory occupational pension schemes
- Death in service benefit up to the age of 70 (if not already included in occupational pension scheme)
- Cash Health Plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment, and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every 3 years)
- Personal Accident insurance
- Access to an Employee Assistance Programme
- Membership of the Charterhouse School Sports Centre
- Membership of the Charterhouse School's 9-hole golf course at a reduced subscription
- Participation in a 'Cycle to Work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Lunches, during your normal working day when available
- Free on-site parking
- Invitations to school productions and concerts throughout the year
- Continuing professional development as part of our talent management programme



"Edgeborough is an inclusive, unpretentious school that produces well-rounded, thoughtful, interested young people in idyllic surroundings to boot."

THE GOOD SCHOOLS GUIDE



ESTATES AT EDGEBOROUGH

The Estate department is managed by the Estate manager, who is responsible for all infrastructure matters. The team consists of 2 Estates Technicians who manage the day-to-day maintenance and security. The type and size of work which is undertaken by the Estates Department is enormously varied, ranging from reactive maintenance, security of the site as well as major capital development projects.

THE ROLE - OVERALL PURPOSE

Edgeborough School is seeking a highly motivated caretaker who will provide security and portering services to all areas of the School. The caretaker will help to maintain the School premises, limit the possibility of damage or loss of property and minimise risks to the health and safety of those using the School site.

Please note that this role requires the successful candidate to live on site and will be expected to perform some duties outside of regular hours.

Main Responsibilities

Primary key holder and security of the School grounds and buildings

- Ensure buildings and site are secure and unlocked/locked on a timely basis
- Liaising with the Events Manager in managing access for lettings activities
- Maintaining infrastructure for access during extreme weather
- To be able to deal with emergency services when the situation arises
- Part of the on-call team on a rota basis
- Providing a porter service to ensure rooms are set ready for school activities.
- Take delivery and dispatch goods and materials
- Maintain a clean and tidy site

Other responsibilities

- Direct external contractors where necessary, ensuring all relevant health and safety measures are carried out and contractors are accompanied in line with the School's Safeguarding policy
- Conduct regular site inspections and undertake minor repairs where necessary. This includes but is not limited to, painting, carpentry, plumbing and glazing
- Assist in health and safety compliance checks including but not limited to legionella, fire safety, outdoor play equipment, swimming pool
- Carry out emergency cleaning
- Manage parking for School events
- Help manage the fleet of school mini buses,
- Report any faults or damage to the Estates team in a timely manner
- Some driving required, for example driving mini buses for school trips or picking up supplies
- To undertake any other duties which, from time to time, may be necessary

Relevant experience / knowledge & technical competencies

Essential:

- Basic level of education including literacy and numeracy
- Full UK driving licence
- Knowledge of Health & Safety practices

Desirable:

- Experience in schools or residential environments

PERSON SPECIFICATION

- A reliable and effective team player who works collaboratively and effectively with others
- Good communication skills (both written and oral)
- Committed to excellence in customer service provision
- Willingness to undertake further training and learn new skills
- Hold a positive and strong 'can do' attitude; able to take the initiative when necessary; enthusiastic and willing to contribute
- Self-motivated, with the ability to work under pressure, prioritise own workload to meet changing and conflicting deadlines

HEADS OF TERMS

Salary:

Competitive, and benchmarked across the sector.

Working Hours:

This is a full time, permanent position. Standard working hours are 8 hours per day, with 30 minutes (unpaid) for lunch, 40 hours per week. There will be an element of shift work and flexibility will be required at busy times of the year.

The successful candidate will be required to be on duty at weekends as part of a rota. This additional responsibility is largely remote, with attendance only required on site for agreed tasks and emergencies.

Safeguarding:

Working in a School environment, the jobholder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact and are expected to adhere to and ensure compliance with the School's Safeguarding Policies at all times.

If, in the course of carrying out the duties of the post, the Job Holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead.

APPLICATION PROCESS

Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your latest CV.

The link to our vacancies is
<https://www.edgeborough.co.uk/work-for-us/>

Early applications are warmly encouraged, and a bespoke invitation to interview may be offered in advance of the closing date.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Edgeborough education provided to pupils in our global and multi-cultural environment.

Join us now to be a part of it.

The closing date for applications is 12.00pm 3 August 2025

Interviews are scheduled to take place on week commencing 4 August 2025

