

PRESTFELDE

Part of the Shrewsbury
School family



Information for Candidates
**Caretaker and Estates Operative
(Non-Residential)**

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Welcome to Prestfelde School

Prestfelde is a happy and flourishing 13+ day and boarding co-educational Prep school with pupils, aged 3-13, set within 30 acres in the heart of Shrewsbury.

The School prides itself on its academic, musical, sporting, dramatic, DT and artistic achievements, but also on its ability to foster positive attitudes, respect for others and a love of learning in all its pupils. This last academic year saw Year 8 pupils awarded an astonishing 42 scholarships to Shrewsbury School and other leading senior schools.

The School recently underwent an ISI inspection where all standards were met and the inspector commented favourably on the breadth of our provision. A brochure is attached.

We operate as a two-form entry with delivery of an additional scholarship form in Year 8. The School benefits from a first-rate team of staff, who are committed to delivering a broad, dynamic and innovative curriculum. High standards are achieved within a nurturing and inspiring learning environment. There is also an excellent learning support department.

Over recent years, the School has seen much development and is today rightly proud of its outstanding facilities including its own Chapel and Theatre, Music School, Dining Hall, Design and Technology Department, Gymnasium, Indoor Swimming Pool, Library, ICT suite, Art Department, two Science Laboratories, Boarding House, wonderful playing fields and Forest School. We are also in the enviable position of benefitting from the superb facilities at Shrewsbury School including 3 full-size astro turf pitches.

Whilst the School is proud to operate an inclusive entry policy and pupils academic ability levels are broadly average on intake, it is nevertheless selective. Our entry process is designed to identify pupils who can benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.

Further information on Prestfelde can be found on the School's website: www.prestfelde.co.uk.



Caretaker and Estates Operative (Non-Residential)

Salary £26,716.54, Full Time, Permanent

This is 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. The duties scheduled below will be shared on a rota basis with other members of the team. The Caretaker and Estates Operative role encompass first line maintenance, occasional 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.

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.

Applications Closing Date – 12:00 midday, Friday 25th September 2026

Interviews will take place Tuesday 29th September or Friday 2nd October 2026

CVs cannot be accepted, a fully completed application form must be submitted.

Please submit your application at the earliest opportunity, as the School reserves the right to appoint early should a suitable candidate apply.

Prestfelde 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.

Aims & Values

Prestfelde promotes a love of learning in all girls and boys. The School enables all its pupils to maximise their academic potential and to develop their individual talents in a caring, Christian community which fosters sensitivity, confidence, a sense of service and enthusiasm for life.

The School prides itself on an explicit set of core values which are at the heart of all that it does: *Empathy, Aspiration, Perseverance, Selflessness, Respect, Unity, Confidence, Integrity, Courage and Humility*. These values are encapsulated in the five aims outlined as follows:

- To provide, within a Christian context, an all-round education which fosters a love of learning in all children, and which enables girls and boys to maximise their potential in all areas of school life.
- To maximise academic potential in all pupils.
- To recognise, promote and encourage individual talents.
- To produce well mannered, sensitive and self-confident young people by providing them with the encouragement and the opportunities to demonstrate selflessness, a sense of service and a zest for life.
- To provide an environment – physical, emotional and spiritual – which motivates, challenges and supports each individual.

Little Prestfelde



(FS1– Year 2)

Little Prestfelde caters for the pre-preparatory year groups, aged 3-7 years of age in a purpose-built building with, amongst many things, its own Library, changing rooms and covered play-area. 'Little P' not only boasts excellent facilities, but also experienced, well-qualified staff, with dedicated classroom assistants on hand. The department is bright, modern and secure.

The aim is for our children to become good citizens for the future with excellent values, enabling them to become learners for life. This is achieved through active involvement, hands on practical experiences, which embed and consolidate their new understanding, throughout all areas of the curriculum.

The children have the opportunity to respond physically, emotionally, artistically and musically through an exciting and inspirational creative curriculum. In addition, our children benefit from the skills of specialist teachers. Technology is used in all its forms and the children benefit from the close association with Years 3 and 4.

The Prep School (Years 3 and 4)

Prestfelde's 7-9-year-olds enjoy the use of a modern classroom block and a beautiful outdoor learning environment in the Beckbury garden. The classes are largely based with a Form Teacher for most subjects, but with specialist teaching provision in Music, IT, Design, Sport and other subjects too.

Year 3 and 4 pupils really benefit from the full range of activities on offer at Prestfelde. They are encouraged to join clubs which are run between 4-5pm, most weekdays. Prep is run every day between 4-5pm with second prep available in Senior Prestfelde between 5-6pm. They also begin to play fixtures against other schools and are involved in the House competitions which are a key element of school life.

Years 5, 6, 7 and 8

As the children prepare for Key Stage 3 and beyond, classes are mixed ability, with setting for the main subjects and extra support for those that require it. The main academic focus is to prepare pupils for entrance and Scholarship examinations in Year 8 whilst underpinning their learning with skills for life and inspirational, curiosity driven learning.

With encouragement, high-expectations and first- rate teaching and learning, many Year 8 pupils gain scholarships at leading Senior Schools.



Co-Curricular Life at Prestfelde

Prestfelde is committed to the provision of a successful and balanced co-educational experience and offers an array of co-curricular activities, encompassing everything from Forest School to Dodgeball. Pupils are encouraged to gain new skills and hobbies through the many clubs on offer during breaks and after school, enjoying Chess, Computing and Knitting amongst others! There are opportunities for the older children in particular to take part in activities out of school, tours and trips overseas, and all children at Prestfelde enjoy a regular and stimulating range of expeditions to local and national venues. The school runs an optional Saturday morning activity programme for Years 3 to 8.

Sport

The School firmly believes in the important role that sport plays as part of a balanced education for everyone. We want all pupils to embrace physical activity and make sure it becomes part of their lifestyle in whatever form. The range of different sports on offer help to develop the whole child through team skills, individual determination, competitiveness and self-discipline, all of which complement their wider education.



Prestfelde regularly sends teams to local and national tournaments, as well as encouraging children to play at County and, National level. The School offers the major sports (Football, Rugby, Hockey, Netball, and Cricket) in addition to many other physical activities which awaken and develop other interests. Tennis, Swimming and Cross-Country are all particularly strong at the School. Sporting facilities are first-class and include: a gymnasium, covered swimming-pool, netball, tennis courts and magnificent grounds which are well used throughout the year.

Music

Prestfelde has an outstanding reputation for developing the creative and musical talents of its pupils. Pupils have the use of a modern, purpose-built Music School housing a department which delivers high quality musical education to every child. All instrumental teachers are specialists, and every major orchestral instrument is on offer, as well as piano, organ, guitar, drums, saxophone and singing. There is a special emphasis on ensemble playing, with a Recorder Group and Training Band including children from the earliest stages, leading to the String Group, Brass Group, Jazz Group and a 35-piece Orchestra. Regular concerts are given inside and outside the School with more advanced pupils having reached the finals of national competitions.

Creative & Performing Arts

Prestfelde has an excellent reputation for developing the creative and musical talents of its pupils.

Through drama, children at Prestfelde enjoy expressing themselves through a wide variety of musical and performance mediums. Art and Design Technology are particularly strong with all pupils taking advantage of the excellent facilities and specialist teaching. The annual Art Exhibition showcases the children's high levels of work to the local community and the School also has its own Cookery School with regular opportunities for pupils of all ages.

Boarding

Boarding life at Prestfelde replicates the fun and variety of a busy, loving and happy family, but with the added advantage that you are surrounded by your friends and it is completely flexible. Children from Year 3 to Year 8 can board on a Monday, Tuesday, Wednesday, Thursday and Friday night at any stage of the term.

A fun and varied boarding programme is provided that includes activities ranging from treasure hunts and river walks to worm charming! The Boarders' Common Room is a comfortable place where children can relax and spend time together, and there is a well-equipped boarders' kitchen where evening snacks and hot drinks can be prepared.

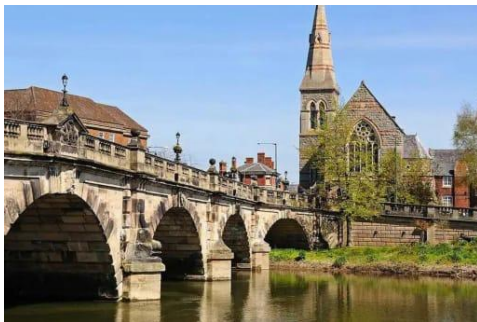


Living in Shrewsbury & Shropshire

Shrewsbury is a cultural and commercial hub serving the whole county and parts of mid-Wales. It is a historic and very attractive town with striking architecture and more than 600 listed buildings, almost completely surrounded by the River Severn. Fresh food and homemade crafts are sold four days of the week at Shrewsbury's famous market, whilst the stunning Quarry Park is host to the annual Flower Show and Food Festival - it's also a venue which stages a number of concerts and plays produced by Theatre Severn throughout the summer.

Shropshire is a beautiful county and Shropshire Hills Area of 'Outstanding Natural Beauty', covers almost a quarter of Shropshire- fantastic for walking, cycling and other outdoor pursuits. National parks such as Snowdonia, the Peak District and Brecon Beacons are within a 90-minute drive.

There is a direct train service between Shrewsbury and London Euston, with a commute time of two hours thirty minutes. Within around an hour in the car, you can be in Chester or Birmingham, or even the coast in one hour 30 minutes.



Job Description

Duties and Responsibilities

Main purpose of role

The role will be part of a small team providing services across the boarding school site and, on occasion, at off-site locations. Duties encompass first line maintenance, caretaking, 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 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.

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
- Unblock 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 Operations Manager
- Make safe potential site / maintenance related health & safety issues prior to wider reporting
- To work with the central teams / contractors on larger projects providing assistance 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 undertake and record flushing of infrequently used outlets & monthly temperature checks.

Swimming Pool testing

- To undertake routine (three times per day) testing of swimming pool water, and recoding the results.

This task will be shared with the residential caretaker. Flexibility is required by all parties, but the anticipated split will be:

	Mon - Fri	Saturday term time	Saturday non-term time, bank holidays
Residential caretaker	50%	90%	70%
Non-residential caretaker	50%	10%	20%
Other	0%	0%	10%

If the pool is not being used for a few days then no testing is required. However, in longer periods of non-use one test will be required every 3 days. The actual schedule of testing will be agreed in advance with the Operations Manager.

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

General Grounds support will be provided by a central team, however the postholder will be expected to undertake the following duties:

- 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.
- Upkeep of gardens: growing, potting, weeding, maintenance of hanging baskets, pots and beds
- Maintaining the log pile
- Assist during adverse weather conditions, including gritting and snow clearance where required.

Security Duties

There is a member of the Estates team who lives on site. They will generally take the lead in site security as they are on site outside of normal working hours. The postholder of this position shall however assist the residential post by

assisting with the following duties:

- Assist with the locking and unlocking 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 operations manager 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 operations manager 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 holiday periods.

Operation of the School Minibus

There are a team of minibus drivers who routinely drive the Schools minibuses on prescribe routes. In times of staff absence in this team the postholder will be required to provide cover, with typical duties as detailed below:

- 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 Headmaster
- 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 routing 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	

The Application Process

To apply, please complete an Application Form and a Recruitment Monitoring Form, which can be found on our website here:

<https://www.prestfelde.co.uk/vacancies>

The closing date for the applications is 12:00 midday, Friday 25th September 2026

Interviews will take place Tuesday 29th September or Friday 2nd October 2026

Prestfelde School reserves the right to interview and appoint prior to the closing date.

Candidates selected for interview will be required to provide proof of ID (Which must include a birth certificate where held) and any relevant qualifications.

Please return completed application forms (CVs alone will not be accepted) together with a covering letter to hr@prestfelde.co.uk or post to the following address:

Prestfelde Preparatory School
London Road
Shrewsbury
SY2 6NZ

An Enhanced Certificate from the Disclosure & Barring Service is required for this post prior to commencement.

Contractual Terms

Salary

£26,716.54 per annum

Hours

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

The role will involve a flexible shift pattern working 40 hours per week, including evenings, weekends, and occasional out-of-hours working in line with the operational needs of the boarding school. The postholder is entitled to an unpaid break of 30 minutes when working more than six hours in a day. Such breaks do not count as working time. Actual weekly working hours, and any time off in lieu, will be agreed in advance with the Operations Manager.

Holiday Pay

The postholder is entitled to 6.6 weeks' annual leave. Holiday pay is included within the advertised salary.

Pension

The School will match a 5% or 6% pension contribution from the employee (within The Pensions Trust).

Staff Benefits

Training & Development

All Prestfelde 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

Whilst operational during term time, lunch is provided at our dining room. Refreshments are provided on site.

Parking

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

Sports Facilities

All employees benefit from the ability to use the School's sporting and recreational facilities

Cycle to Work Scheme

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

Recruitment Guidance Notes

Prestfelde 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 <https://www.prestfelde.co.uk/vacancies>

References

In order to assess candidates' suitability, we shall request at least two references. Please note that in accordance with best practice Prestfelde 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





Prestfelde Preparatory School
London Road
Shrewsbury
SY2 6NZ

Email: hr@prestfelde.co.uk
School Website: www.prestfelde.co.uk
Tel: 01743 245 400

Prestfelde Preparatory School is committed to safeguarding and promoting the welfare of children and young people and we will check the suitability of staff to work with children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, overseas police checks (where applicable), the Disclosure and Barring Service and a prohibition from teaching check.

Prestfelde is committed to Equal Opportunities and welcomes applications from all sections of the community.

