

# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates  
**Joiner / Carpenter**

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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 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 current school roll in September is around 840 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. A fifth girls' House (Queen Elizabeth Hall) opened in September 2023, along with two new all-weather sports pitches and the fully refurbished Barnes Theatre, was recently opened by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. Three boys houses, Rigg's Hall, Ingram's Hall and Churchill's Hall have also recently received significant refurbishment.

## Joiner / Carpenter

*Competitive salary, full-time, permanent, term time and school holidays*

Shrewsbury School is looking to appoint an experienced Joiner / Carpenter to undertake work around the School estate. This role is varied in scale and complexity and contains a mixture of responsive maintenance and planned refurbishment works. The ideal candidate will have relevant and demonstrable work experience in a carpentry environment and be capable of working efficiently in the Joinery Workshop and around the school estate with minimal supervision.

The normal hours of work will be 39 hours per week working from Monday to Friday, 8am to 4.30pm with an early finish at 3.30pm on a Friday, working both during term time and school holidays. There may be overtime opportunities in accordance with the needs of the school, and these hours are paid in addition to salary at an enhanced rate.

We offer professional training and development and generous benefits which include enhanced pension contributions and holiday entitlement, life insurance, school lunch, use of the school sports and library facilities and access to a cycle to work scheme.

For a full recruitment pack, job description and application form, please visit [www.shrewsbury.org.uk/page/job-vacancies](http://www.shrewsbury.org.uk/page/job-vacancies) alternatively, email [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) or call the HR department on 01743 280834.

Closing date for completed application forms is **12pm, Thursday 9 January 2025.**

**Interviews will be held at the school on Thursday 16 January 2025.**

*Please submit your application at the earliest opportunity, as we reserve the right to appoint before the closing date.*

***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. Candidates will undergo thorough child protection screening including checks with the Disclosure & Barring Service.***

# Job Description

## Main purpose of role

To undertake both workshop based joinery and carpentry work around the School estate. This is varied in scale and complexity and contains a mixture of responsive maintenance and planned refurbishment . It is anticipated around 70% of the time will be workshop based.

## Duties and responsibilities

The following tasks appear frequently:

### **Workshop Joinery:**

- Rebuilding of damaged furniture, modification of existing furniture.
- Major repairs to windows / doors.
- Construction of bespoke windows and doors
- Construction of bespoke furniture and specific items required to meet the school needs.
- General workshop tasks including use and maintenance of machinery, record keeping and correct waste disposal.
- Checking of stock levels and reporting to Line Manager of any orders needed.

### **Site works:**

- Repairs to windows & doors, e.g. replacing rotten sections to frames
- Refurbishment of Boarding House Washrooms and Kitchens in buildings throughout the school
- 1<sup>st</sup> & 2<sup>nd</sup> fix carpentry e.g. fitting replacement windows & doors, minor refurbishments including stud-walling in various buildings throughout the School.
- Various onsite fabrications of fixed benching, boxing etc.
- Repairs to various items around the school site e.g. cricket sight screens, fences, gates, benches, furniture etc.
- Re-cording sash windows
- General ironmongery repairs throughout the school site e.g., repairing/fitting door

locks, closers, restrictors to doors & windows etc.

**General:**

- To ensure that any works they are instructed to undertake are done to a suitable standard and in a professional manner.
- To undertake any additional training as may be required by the School and to keep existing qualifications valid and updated.
- To respond to occasional 'out of hours' callouts.
- To report and inform the Foreman Carpenter of all works in progress, any problems or other issues.
- Each carpenter is issued with a mobile telephone that should be used in accordance with the School's Mobile Telephone Policy.

This list is not exhaustive, and the types of work that is involved in the maintenance and refurbishment of a large historic estate can be varied. The ideal candidate will be capable of working efficiently in the Joinery Workshop, and around the school estate with minimal supervision at all times. The estate extends to offsite residential properties and an outward bound centre located at Talagerwyn.

### **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 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:

	Essential	Desirable
<b>Qualifications</b>		
Good standard of education or have completed a recognised carpentry apprenticeship	✓	
Hold a full driving licence, D1 entitlement is desirable, or an expectation to have this within 6 months of taking up the role	✓	
Hold suitable qualifications for the erection of mobile tower scaffolds and for the operation of powered hydraulic access equipment, or an expectation to have this within 6 months of taking up the role		✓
Hold a suitable qualification for the operation of all workshop equipment under the PUWER regulations		✓
Completion of appropriate health and safety training		✓
<b>Work Experience</b>		
Relevant and demonstrable work experience in a joinery workshop	✓	
Relevant and demonstrate work experience in a carpentry environment. Experience of first and second fix carpentry and workshop joinery	✓	
Good relevant experience in a maintenance / construction environment	✓	
Be familiar with the differing requirements of commercial and domestic properties		✓
Have the ability to understand detailed construction plans, working drawings and specification documents	✓	
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 complete tasks to a satisfactory conclusion	✓	
Able to recognise hazardous situations and materials and respond accordingly	✓	
Be able to measure up a project for materials and be able to source the required materials from the most appropriate location	✓	
Able to work at heights	✓	
Have an organised and responsible attitude to the administration of the department as a whole by processing all necessary documentation as required	✓	
<b>Personal Skills</b>		
Able to work well with other schools tradesmen (Electricians, Painters and Plumbers), to be able to coordinate work between trades	✓	
Ability to work within a team and on own initiative	✓	
Must be reliable and a good timekeeper	✓	
Excellent communication skills	✓	
Flexible approach to working hours	✓	
<b>Specialist Knowledge</b>		
Awareness and knowledge of relevant regulations e.g. Health & Safety, Buildings and Asbestos		✓
To be familiar with the principles of risk assessments	✓	
Good all-round carpentry knowledge on how to undertake the variety of tasks that are involved in the maintenance and refurbishment of a large historic estate		✓
To be reasonably computer literate and to have the enthusiasm to learn more IT based skills	✓	

<b>Other / special working conditions</b>		
The successful applicant must be willing to work additional hours to suit the needs of the school, as some out of hours and weekend work may be required.	✓	
Be willing to undergo further training to gain the appropriate qualifications detailed in this documents or other relevant courses as deemed suitable by the Estates Manager and / or 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 foster 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 viral 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.

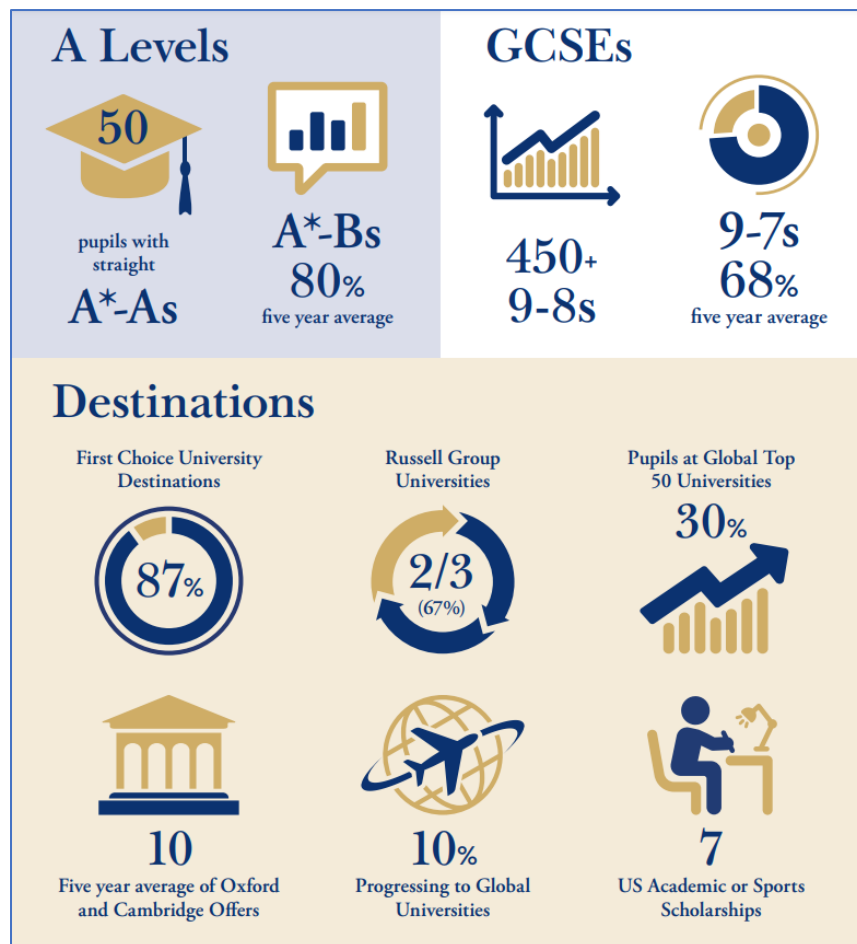
More information about Shrewsbury's Ethos and Educational Philosophy can be found [here](#).



# 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, between 5% and 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. Our Summer 2023 results and destinations are summarised below.



## 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 roles, 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. Two further schools are currently being constructed: Phnom Penh, Cambodia and Bhopal, India.

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 both 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 state your preferred post(s) on your application.

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, SY3 7BB.

- **Closing date for applications is 12pm, Thursday 9 January 2025.**  
*Please submit your application at the earliest opportunity, as we reserve the right to appoint ahead of the closing date.*
- **Interviews will be held at the school on Thursday 16 January 2025.**

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 19.*





# Benefits and contractual terms

## Contractual staff benefits

### **Salary**

We offer a competitive salary, which will be dependent on the skills and qualifications of the successful candidate and based on the person specification requirements.

### **Hours**

39 hours per week working from Monday to Thursday, 8.00am to 4.30pm, and Friday 8.00am to 3.30pm, with a 30-minute lunch break. This role will be working both during term-time and school holidays. There may be an opportunity to work overtime in accordance with the operational need of the School.

Shrewsbury School is a boarding school and therefore operates 24 hours a day, 7 days a week during term-time. Flexibility will be needed and expected to meet the demands of the School.

### **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

### **Holidays**

The holiday year runs from 1 April to 31 March and 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.

### **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 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 best practice 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. Below is a summary 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 carefully read 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.

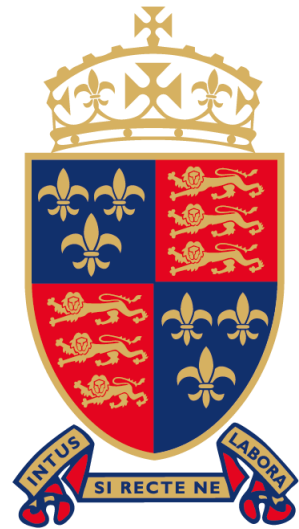
### Social Media check

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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