TRURO SCHOOL

NURSERY | PREP | SENIOR | SIXTH

Information for Candidates

Caretaker

Commence June 2026

Full Time / Permanent / All Year Round

Truro School, Trennick Lane, Truro, TR1 1TH
www.truroschool.com, recruitment@truroschool.com
Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18

From Kieran Topping

Chief Operating Officer

Dear Candidate,

Thank you for your interest in the role of a Caretaker here at Truro School.

Our School is steeped in 140 years of history, and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 840 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our school.

Underpinned by a welcoming and liberal Methodist ethos, we champion the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We want our staff to be excited by what we are able to provide for the children under our care.

We are an excellent co-educational school that is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website www.truroschool.com and view our virtual tour, where you will see and hear from staff and pupils, and find a glimpse of who we are and where we work.

Kieran Topping

Chief Operating Officer

Job Description: Caretaker

ACCOUNTABLE TO: Estates Director

CORE PURPOSE:

As an integral and key member of the School caretaking team, this role will be responsible for managing access to the School, conducting minor maintenance and grounds works, preparing the School for events, ensuring the schools are kept in a clean, tidy and safe condition and maintaining security. This role requires flexibility in terms of providing cover during the school week and also the ability to flex shifts in order to provide holiday cover for the other Caretakers.

KEY TASKS AND RESPONSIBLITIES:

Security

- Unlock and lock school buildings and set alarms
- Maintain the security of the School outside of normal School hours and until 10pm
- Collect and secure all pupils' bags and property at the end of the school day
- Prevent trespass and unauthorised parking on the school site
- Changing door codes

Incident Response

- Be fully conversant with the School's alarm systems for security and fire
- Respond to any alarm, incident or emergency situation during shift timings
- Liaise with the fire and intruder alarm monitoring and maintenance company and accompany engineer call-outs as required
- Liaise with local police and fire authorities with regard to alarm responses
- Meet Emergency Services to escort them to the incident site
- Conduct fire alarm testing as directed and assist with fire drills and evacuation
- Provide safe access to the School and classrooms where required in the event of snow, ice and other emergencies in accordance with the snow and ice plan
- Act as a duty first aider

Portering

- Assist in porterage duties throughout the School
- Ensure that areas of the School booked for letting are opened on time, equipment is in place and that the area is secured on completion
- Ensure that areas required for School and Enterprise events are set up and taken down on completion
- Assist with the preparation of the School for letting events during holiday periods
- Receive parcels/packages and make deliveries around the School

Cleaning and Clearance

- Maintain the cleanliness of the outside areas of the School
- Collect litter and empty all bins on site on a daily basis
- Monitor recycling bins and collect recyclable material for disposal
- Pressure wash paths and steps
- Remove weeds from paved and tarmac areas
- Clear gutters and drains

Miscellaneous

- Drive School minibuses and vans, subject to holding the appropriate license
- Conduct daily serviceability and fault-finding checks of the school vehicles, refuel and clean as required
- Conduct traffic marshalling, control parking and to support the drop off and pick up times
- Check and adjust lighting, heating and hot water timing systems
- Change batteries in clocks
- Conduct monthly emergency light, fire door inspections, fire extinguisher and fire call point tests
- Carry out periodic checks of school buildings and furnishings to identify defects and damage
- Clear up spillages (to include bodily fluids)
- Escort contractors and visitors around the School
- Provide Caretaker cover at other School site when required
- Support the Prep Operations Manager/ Estates Director with their duties
- Assist the maintenance team if required
- Carry out any other duties that from time-to-time may be required appropriate to the post

The above list is not exhaustive and a flexible, proactive approach is required.

PERSON SPECIFICATION:

Essential:	**Desirable:**
▪ Proven record of reliability ▪ Evidence of strong work ethic (e.g. from references) ▪ Flexible approach ▪ Good level of fitness and the ability to tackle manual aspects of the role, within manual handling guidelines ▪ D1 driving license (or willingness to obtain) ▪ Sympathetic to the Methodist ethos of the School	▪ Successful experience in a similar role ▪ Knowledge of Health & Safety and Hygiene regulations in a catering environment

This job description sets out current duties of the post that may vary from time-to-time without changing the general character of the post or the level of responsibility entailed.

Truro School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check. We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.

Our Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- Curiosity to always want to discover and learn more, academically and more widely too.
- Confidence to build resilience by learning from both successes and failures alike.
- Compassion to understand and champion the needs of others, in our community and beyond.
- Creativity to be imaginative in how we express ourselves and approach new challenges.
- Courage to enjoy becoming the very best of who we are, with integrity and ambition.

Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

Academic Life

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group and international universities.

47% of GCSE and iGCSE grades in 2025 awarded were 9-7 (or A*/A), with 15% at grade 9.

In the same year, we were pleased to report 50% of A-Levels were graded A*/A. Furthermore, 80 % of all A-Level grades were graded at A*-B. In 2024, we were the leading provider of A Levels in Cornwall in terms of pupils achieving AAB or above in two facilitating subjects and in 2025 outcomes in this parameter are even higher.

Further information can be found here:

GCSE results: www.truroschool.com/senior-school/academic/results

A Level results: A-Level Results at Truro School Sixth Form | Independent School, Cornwall, UK

The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons and learn a new skill or extend existing skills. This develops confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups. Our aim is for every Truro School student to leave us with a breadth of knowledge, understanding and a desire to

continue with their selected passion. We encourage students to try a variety of activities, to embrace challenge, success and failure in order to grow.

Sport

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportsman in the fields of windsurfing, fencing and sailing to name but a few. All abilities are catered for and every student is encouraged to participate in order to maintain a healthy lifestyle.

Music

Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. Music is evident in all year groups with over 60 concerts each year involving our ensembles, choirs and bands. Tuition is available for numerous instruments including cello, violin, flute, clarinet, saxophone, drums. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

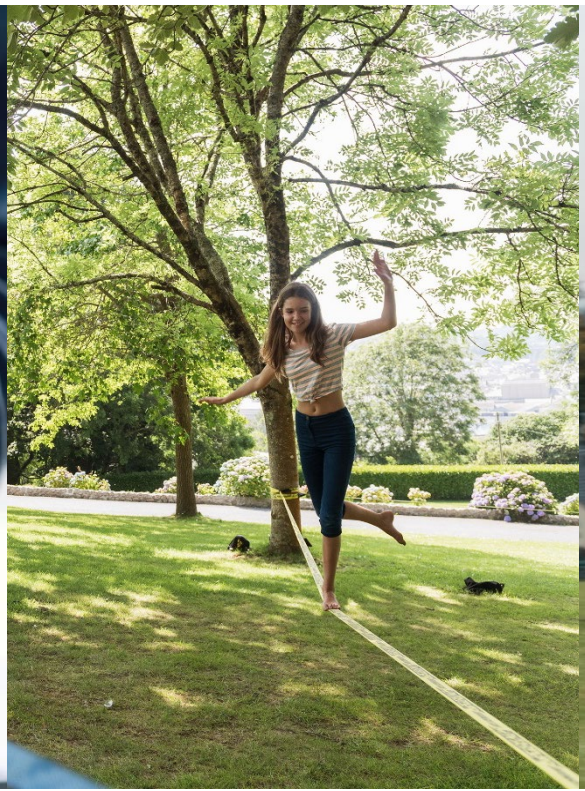
Major events each term include the annual Hall for Cornwall Concert, the Junior and Senior Charity Concerts, jazz band and Nine Lessons and Carols.

Drama

Truro School is renowned for the quality of its drama productions which are held in our professional Burrell Theatre. The school runs a number of major productions throughout the year including the annual whole school play or musical, an annual sixth form drama project (including performing at the Edinburgh Fringe Festival every two years) and the junior play in the summer term.

Cornwall

Truro School is located in the county of Cornwall, in south west England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at www.visitcornwall.com for more information about how to get here, where to stay and what's on.



TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Competitive salary based on the Truro School Salary Scales
- Excellent pension scheme
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

Terms of Employment

This is a full-time, permanent, all year-round position, with holidays to be taken during the school holiday. The role is for 37.5 hours per week and is based on a 4-week rotational shift pattern.

The shift pattern is:	
Week 1:	Sunday – Thursday, 8am - 4.30pm
Week 2:	Tuesday – Saturday, 8am – 4.30pm (with Saturday being a 7.5hr shift between 8am – 10pm)
Week 3:	Monday – Friday, 1.30pm – 10pm
Week 4:	Monday – Friday, 7am – 3.30pm

Salary

Core hours will paid at the hourly rate of £13.45. An enhanced rate is paid for lates (7-10pm) and weekends, at £17.49 per hour (a 30% uplift).

Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. Operational, Professional and Support (OPS) staff have a pension via L&G whereby the employee contributes a minimum of 5% to their pension and the school will make a 10% contribution.

Employee Assistance Program/Employee Benefits Platform

Truro School utilises Help@Hand as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

1. Proof of right to work in the UK
2. Enhanced criminal background check (DBS) & Barred List check
3. Two satisfactory references
4. Evidence of qualifications held
5. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
6. TRA and section 128 check (if applicable)
7. Fit to Work Questionnaire
8. Acceptable self-disclosure form

APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to recruitment@truroschool.com or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application form in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self- disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf

and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

We look forward to receiving your application.