

# QUEEN ELIZABETH'S HIGH SCHOOL

11-18 Mixed Grammar School

Headteacher: Mr David Allsop, BA(Hons) MSc NPQH



## Vacancy Information Booklet Caretaker (with Groundsperson duties)

***Part time : 35 hours per week/42 weeks per year  
To start as soon as possible***

***Deadline : Midday on Tuesday 30<sup>th</sup> April 2019***

*Inside this booklet you will find information about QEHS, more details about the vacancy, a detailed job description, as well as information about how to apply.*



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## THE SCHOOL

Queen Elizabeth's High School is a school where children can grow and develop into successful young adults who are equipped with the knowledge, skills and qualifications to follow their dreams and aspirations. Qualifications are a key element of that success and our past results at both GCSE and A level speak for themselves; we are regularly listed in The Times top 200 schools list. However, education is more than that, and here at QEHS we provide a safe environment in which young people can grow and learn who they are, what interests them and who they would like to be in the future.

Intellectual curiosity is encouraged, as is scholarship. Our House system encourages healthy competition as well as developing team work and leadership. It also forms the basis of our pastoral support and all students are allocated a house when they enter in Year 7.

At QEHS we are proud of our heritage but are always looking forward, embracing changes which will benefit our students both now and in the future.

QEHS is very much a local grammar school and we are pleased to have made the positive choice to remain with the Local Authority. This allows us to continue to work both within our immediate locality and also more widely across the Counties that surround us, providing outstanding education and aspiration to the young people of Gainsborough and its surrounding villages and towns.

The governors, staff, parents and students all created our School Aims which are as follows:-

- *At Queen Elizabeth's High School, we aim for high standards in all we do.*
- *We strive to fulfil the potential of each student. We set out to develop knowledge, understanding, skills and values and we encourage endeavour and achievement of all kinds, academic, sporting, artistic and personal.*
- *We aim to achieve this through a carefully planned, broad education in which enthusiastic teachers use a variety of teaching styles in activities inside and outside the classroom. We work hard to involve students and parents in responsibility for learning. Staff set themselves high standards and expect the same from students. All members of the QEHS community are encouraged to contribute to the whole and from that gain a genuine sense of belonging.*
- *We aim to maintain a friendly and caring atmosphere, in which students and staff share a mutual respect. We expect responsible behaviour from students; they can expect fair treatment from staff. We intend to keep parents and students fully informed about our policies and achievements and to listen to their views.*
- *When they leave Queen Elizabeth's High School, we want students to be well-balanced adults, inspired to continue their learning and able to contribute positively to society. We recognise that school provides a solid and firm foundation upon which students build their lives. As such, we focus on traditional values set in a modern-day context.*
- *Queen Elizabeth's High School is committed to the highest possible standards of child protection.*

Staff appointed to the School would need to be comfortable with these aims and reflect them in their work. Existing staff are generous in giving of their time to support individual students and activities outside the classroom.

The selection criteria for student admission to QEHS in Years 7-11 benefits children of staff who have worked at our school for more than two years. See the full Admissions Policy on our school website.

## **THE VACANCY**

The Site Management Team currently consists of a site manager, assistant site manager and two caretakers who carry out duties over a split site (Queen Elizabeth's High School and Morton Trentside Primary School). Between them the team are responsible for all aspects of site management.

We are seeking a keen and enthusiastic individual to join this existing, hard-working team. The successful candidate should be able to demonstrate a high degree of practical skills with competence and will be required to work as outlined in the Job Description contained in this booklet.

General building skills are desirable, though not essential.

This postholder will be required to work 35 hours per week/42 weeks per year and will be paid on Grade 4 (which equates to approximately £16,557 per annum (paid in twelve equal instalments of £1,379).

The weekly hours will be spread evenly through the working week (7 hours per day) with a 30 minute unpaid break each day, as directed by the site manager. The successful candidate will, with the other members of the team, work on a shift rota basis ranging from a 05.30 start to a 19.30 finish. On occasions, where the school has an evening letting, the closing time may be later. Due to the nature of this role there will be a need for flexibility and negotiation; e.g. occasional weekend work and evening call outs or staff absences.

This is an opportunity for the ideal candidate to join the workforces at schools who provide the very best education for the children in their care. Applicants should be able to demonstrate a high degree of practical skills and competence.

## Job Description



### JOB DESCRIPTION & PERSON SPECIFICATION

<b>Director Area:</b> Education	<b>Job Ref Number:</b> 40045530
<b>Service Area:</b> Queen Elizabeth's High School, Gainsborough	<b>Grade:</b> 4
<b>Job Title:</b> Caretaker (with Groundsperson duties) – split site	
<b>PURPOSE OF JOB:</b> <ul style="list-style-type: none"> <li>• To carry out caretaking duties, relating generally to the premises, its contents, heating and lighting, as well as portage and minor repairs, as described in the key tasks (below), together with other reasonable duties and responsibilities within the overall scope of the post of caretaker.</li> <li>• To perform routine cleaning tasks about the campus and to be available for specific cleaning duties in an emergency.</li> <li>• To be responsible for locking / unlocking and making the school secure at the end of the day including out of hours working to accommodate external contractors and deliveries from suppliers.</li> <li>• To be available for evening lettings and school functions and activities.</li> <li>• To be one of the nominated key holders.</li> <li>• To carry out Groundsperson duties.</li> </ul>	
<b>TEAM STRUCTURE:</b> <div style="text-align: center; margin-top: 20px;"> <pre> graph TD     SM[Site Manager] --- ASM[Assistant Site Manager]     ASM --- C[Caretakers]             </pre> </div>	
<b>MAIN DUTIES:</b>	
1	Assess potential hazards and make safe until permanent and/or temporary repairs can be carried out (electrical, mechanical and structural) to buildings and equipment.
2	To organise the delivering of stores and materials wherever they may be needed within the school

3	As a member of the site management team, organise the setting up rooms for meetings, activities etc and returning the space to its primary function at the conclusion of the meeting etc
4	Assessing given situations relating to school security and actioning paperwork to do with the necessary reporting of incidents.
5	To construct and repair equipment and apparatus to appropriate standards.
6	As a member of the site management team, assess situations as they occur and take appropriate action to ensure the efficient operation – for routine and emergency purposes - of the school's services – gas, water, electricity, heating and ancillary equipment, such as alarms.
7	Assist technicians in the school with appropriate tasks.
8	To assist with the cleaning of the school buildings and furnishings in accordance with the Authority's Regulations and disposal of refuse. To provide emergency cleaning of floors when spillage or accidents make this necessary
9	To take responsibility for the monitoring and correct disposal of waste and the collection and storage of all recyclable materials
10	To assist in maintaining the grounds, including the clearing of public areas where necessary and the cleaning all exterior surfaces, drains and gullies.
11	To keep the Site Manager fully informed on all matters regarding the premises and to report any potential hazards or areas of the site requiring major maintenance work.
12	To ensure the appropriate use of school spaces allocated to groups for lettings and school functions in conjunction with the Site Manager and securing the site after these events.
13	To carry out regular inspections of ancillary equipment (e.g. pumps in areas subject to flooding).

#### **GROUNDSPERSON DUTIES:**

14	To maintain grassed areas, floral features, shrubs and hedges (including boundary fences) and to ensure that external areas are kept in a clean and tidy condition
15	To carry out line marking of grass pitches/courts/tracks and hard play areas
16	To be responsible for the upkeep of equipment, carry out minor servicing and repairs in line with the Provision and Use of Work Equipment Regulations 1992 and to report any defects or damage to the Site Manager
17	The postholder will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

#### **PERSON SPECIFICATION**

Requirements	Where identified*	Essential	Desirable
Ability to work within clearly defined procedures as a member of the Site Management Team	A, I	✓	
Ability to carry out general maintenance work in accordance with requirements	A, T, I	✓	
Flexibility relating to working hours	A, I	✓	
Ability to perform frequent lifting, moving, use of equipment and possible working at heights	A, I	✓	
Cleaning, repair and decorating skills	A, T, I	✓	

Groundsperson/gardening skills and experience	A, T, I	✓	
Experience of working heating and alarm systems	A, T, I		✓
Knowledge of some Health and Safety requirements; e.g. manual handling and hazardous materials	A, T, I	✓	
Experience working in caretaker or similar role	A, I		✓

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



**QUEEN ELIZABETH'S HIGH SCHOOL**  
**CARETAKER - PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
1. Experience	<ul style="list-style-type: none"> <li>• Working as part of a team</li> <li>• Previous caretaking duties or similar</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a school environment</li> <li>• Locking up procedures and alarms</li> </ul>
2. Skills /personal qualities	<ul style="list-style-type: none"> <li>• Ability to undertake minor repairs</li> <li>• Ability for some heavy lifting (having undertaken the required manual handling training)</li> <li>• Ability to work with minimal supervision</li> <li>• Willingness to participate in further training and development opportunities offered by the school</li> <li>• Calm, enthusiastic and flexible approach to their work and working hours</li> <li>• A good appearance</li> <li>• Good communication skills</li> <li>• Ability to prioritise responsibilities under pressure and to be self-motivating</li> <li>• Personal integrity and confidentiality</li> <li>• Excellent time management skills</li> <li>• Gardening and equipment maintenance skills</li> </ul>	<ul style="list-style-type: none"> <li>• General building skills</li> <li>• Other specific skills, such as plumbing, electrics, decorating</li> <li>• Driving licence</li> </ul>
3. Knowledge and understanding	<ul style="list-style-type: none"> <li>• Good standard of literacy and numeracy</li> <li>• Ensuring the safety and security of children and adults using the premises</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding of children (on-site training will be provided as part of the induction process)</li> <li>• Some knowledge of the main Health &amp; Safety Regulations and good practices and how they apply in a school environment</li> </ul>

## **HOW TO APPLY**

The closing date for this vacancy is midday on Tuesday 30<sup>th</sup> April 2019.

Potential applicants are welcome to telephone (01427 612354) if they have any questions about the post. Please complete and sign the Lincolnshire County Council Standard Application Form (available on our website) Accompany the completed form with a succinct letter of application (one side of A4 maximum). This letter should explain how you believe your experience to date equips you for this post, and outline some of your ideas on how you would approach the job at QEHS.

Completed applications should be submitted by email to [recruitment@qehs.lincs.sch.uk](mailto:recruitment@qehs.lincs.sch.uk) **by midday on Tuesday 30<sup>th</sup> April 2019.**

We will contact your referees for a reference before the interviews and, for shortlisted candidates; the references will be taken into account in deliberations at the conclusion of the final panel interviews.

Queen Elizabeth's High 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 successful candidate will be subject to an enhanced DBS check. Queen Elizabeth's High School is committed to staff development.

Candidates are asked to bring to interview certificates as evidence of A Level, degree and other relevant qualifications as well as proof of identity. Please bring at least one item of *photographic* evidence, e.g. current passport or new style UK driving license with associated counterpart licence; either a full birth certificate or marriage certificate and one item of *address-related* evidence, e.g. utility bill or a bank credit/mortgage statement containing your name and address. Please also bring evidence of your National Insurance number.

The school is an equal opportunities employer. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, marital status, religion or disablement. Members of staff are expected to set a good example in their appearance and smart office dress is a good guide for all staff.

Selection criteria and procedures will be frequently reviewed to ensure fair treatment and efficient selection. Successful applicants will be provided with access to the Staff Handbook in plenty of time to prepare for their new post. We are always happy to see new staff in school if they are able to visit us for preparation before taking up their appointment. There is an induction programme for new staff and full support for NQTs.

**QEHS and Lincolnshire Children Services are committed to the highest standards of child protection staff development**

# THE TOWN



Gainsborough is situated in the north of Lincolnshire on the banks of the River Trent, the County's western boundary. It is within easy reach of the A1 and is Britain's most inland port, with a population of just under 20,000. Gainsborough's Old Hall, a fifteenth century manor house, is a local tourist attraction and, though it sits in a generally agricultural district, the town has both light and heavy industry.

Education in Lincolnshire schools is uniform to the end of the primary phase, but there is a range of good schools in the secondary sector, varying from selective to comprehensive. There has been more than the national average of academy conversions over the past few years. In the Gainsborough area, there are a number of very good primary schools; in the secondary sector, as well as Queen Elizabeth's High School, there is the Gainsborough Academy, an 11-16 non selective school, and an annex of Lincoln College.

## MORE ABOUT OUR SCHOOL

Over 200 students take part in organised drama in school, either in the School Play, House Drama Competition or Drama clubs.

◆  
Every year, selected students from Years 8 and 9 take part in 'Challenge Plus!' – a whole day of activities for the most able.

◆  
Students in all key stages are offered opportunities to visit France, Germany and Spain. There is a thriving German exchange programme for Year 10 and the 6th Form.

◆  
Each year the School holds an Inter-House Debating competition sponsored by the local Rotary Club. Winners go through to the 'Youth Speaks' competition in Lincoln.

Every two years the Geography department organises a trip for some students to Iceland.