Queen Elizabeth's High School

An 11-18 Grammar School. Original Charter 1589.

Vacancy Information Booklet

Permanent Caretaker

37 hours per week, to include weekends when required,

52 weeks per year. To commence December 2026

Grade 5 (12-15) Actual salary £27,254 - £30,024 per annum (pro rata for term time)

Queen Elizabeth's High School is entirely committed to safeguarding and promoting the well-being of all of its students. Each student's welfare is of paramount importance. Successful candidates are therefore required to reveal information concerning all convictions and offers of employment will be subject to an enhanced background check by the Disclosure and Barring Service (DBS)

Closing Date: 08.00 on Monday 23 November 2026

Interviews to be held Friday 27 November 2026

The school reserves the right to end the recruitment process early in response to applications received.



The Vacancy

Queen Elizabeth's High School is looking for a proactive, full-time Caretaker to join our Site Team. Working under the guidance of the Premises Manager, you will help deliver high standards of school security, cleanliness, and general repair. This hands-on role involves tackling both planned and reactive maintenance across our buildings, grounds, and facilities using a versatile, multi-skilled approach.

The salary scale for this post is G5 Points 12-15. This equates to between £27,254 - £30,024 per annum (FTE). Our LGPS employer contribution is currently 17.8%.

The successful candidate will work 37 hours per week over 5 days which will include working some weekends when required.

1.	**PURPOSE OF JOB**
	To provide an on site service including security of the premises and its contents, heating and lighting of the premises, cleaning of specified areas, porterage and minor maintenance repairs.
2.	**MAIN RESPONSIBILITIES, TASKS & DUTIES**
	• To be responsible for the security of the premises and its contents. To be responsible for the routine and non-routine (e.g. emergencies) opening and closing of the premises. To report to the Premises Manager trespass, theft or unauthorised parking vehicles on the premises. • To be responsible for carrying out Statutory Compliance Checks in line with relevant regulations to ensure site wide compliance, to include weekly audible fire alarm tests, water flushing, emergency light testing to name a few, all in line with Lincolnshire County Council guidance contained in the Health and Safety manual. Regular checking and recording with the condition and safety of tools and equipment in line with the Provision and Use of Work Equipment Regulations. • To assist in the maintenance of the heating and lighting of the premises including necessary frost precautions. To report system failures to the Premises Manager. To ensure the satisfactory maintenance/repair of equipment. • To be responsible for the cleaning of spillages and outdoor areas in accordance with the County Council's standards and methods. To ensure that all cleaning equipment/materials are maintained in a clean, safe and efficient working condition. • To ensure that adequate supplies of caretaking stores are maintained and records kept. To receive deliveries of stores, materials and other goods delivered to the school and arrange storage. • To carry out minor repairs on a daily basis and where necessary report any issues to the Premises Manager which require the attention of outside contractors. To admit contractors employees to premises and direct them to their job location and ensure they meet the necessary standards for working safely and in line with the schools safeguarding procedures. • To ensure that external areas, paths and drives remain free from litter and that all drains and gullies are free flowing and clean, as appropriate. To clear pathways of snow and ice and apply salt when required. • To set up and break down for external lettings and school events as directed by the Premises Manager or lettings lead and submit claims as appropriate.
3.	**KNOWLEDGE AND SKILLS**
	• Have a clear understanding of the cleaning standards required by the school. • The post holder must have in depth understanding of Health and Safety safe working methods to be used in accordance with COSHH assessments for hazardous substances. • Understanding of Provision and Use of Work Equipment Regulation. • Knowledge of intruder alarms/CCTV and heating systems.

4.	OTHER DUTIES
	The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time 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 postholder.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Ability to work within clearly defined procedures as a member of the Site 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	✓	
Grounds person/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 as a caretaker or similar role	A, I		✓

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

HOW TO APPLY

We believe that QEHS is a great place to work. Please read the information in this booklet and have a look at our website. Should you wish to apply, application details are available on our school website (www.qehs.lincs.sch.uk) or by emailing a request to recruitment@qehs.lincs.sch.uk.

A letter of application is required to accompany the formal application form. This letter must be limited to two sides of A4 paper and is an opportunity for you to explain how you believe your own experience equips you for the post and for you to outline how you would approach this role at QEHS.

You are also welcome to telephone 01427 612354 if you have any questions about the post and / or if you would like to arrange a visit to the school.

Completed applications should be submitted by email to recruitment@qehs.lincs.sch.uk **by 08.00am on Monday 23 November.** 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. **Interviews will be held Friday 27 November 2026.**

Candidates are required to bring to interview evidence of all relevant qualifications listed on their application as well as certificates for A Level, degree, teaching and other qualifications acquired. Please also bring proof of identity, including at least one item of *photographic* evidence (current passport or new style UK driving license with associated counterpart licence). A list will be provided detailing which documents can support your application. Please be aware that at least one document should include your National Insurance number. Candidates will also be provided with a self-disclosure form. This will allow them the opportunity to disclose and fully explain any information with regard to disciplinary sanctions, and/or anything they are concerned might appear on their DBS, etc.

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 equal opportunities and staff development. We aim to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, gender, marital status, religion, disablement or criminal record. Members of staff are expected to set a good example in their appearance and smart office dress is a good guide for all staff.

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

School Motto and Values

Tradition Achievement Opportunity

