



Queen Elizabeth's High School

An 11-18 Grammar School. Original Charter 1589.

Vacancy Information Booklet *Premises Manager*

Permanent, Full time, (37 hours per week, 52 weeks per year)

Grade 8 (£35,412 - £39,152 per annum)

To commence as soon as possible

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: 08.00am on Monday 15 June 2026

Interviews to be held on Monday 22 June 2026

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

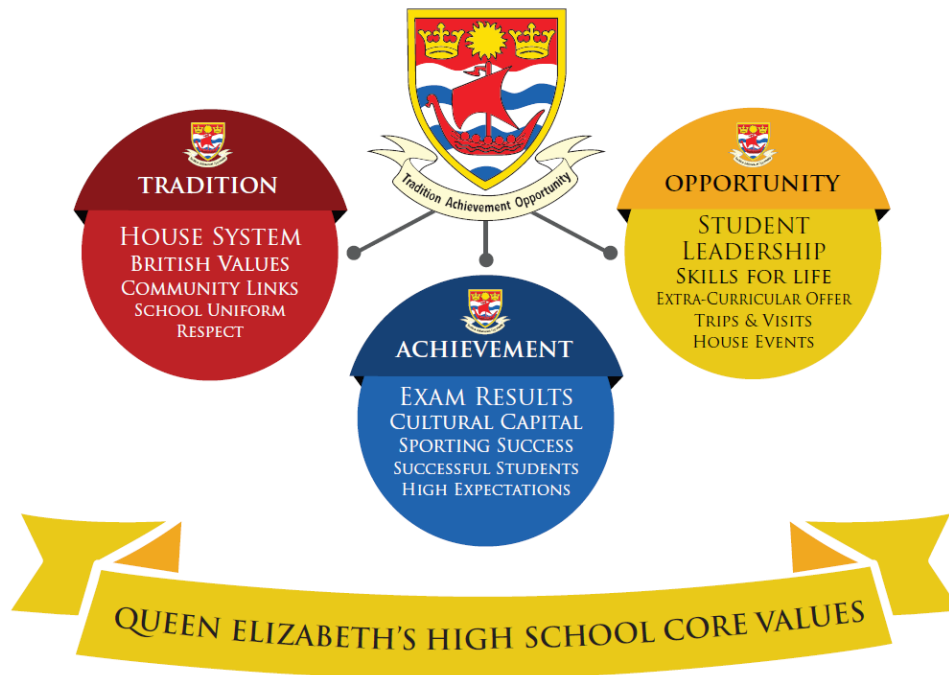


School Vision

At Queen Elizabeth's High School, we aim to offer an outstanding education and to be the destination of choice for academic excellence. This is achieved by providing an environment in which students are academically challenged, well cared for, and are afforded access to a broad range of fulfilling and enriching co-curricular activities.

School Motto and Values

Tradition Achievement Opportunity



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 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 aim to maintain a friendly and caring atmosphere in which students and staff share a mutual respect.
- 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.
- Queen Elizabeth's High School is committed to the highest possible standards of child protection.

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, or who are recruited to fill certain key posts. See the full Admissions Policy on our school website (www.qehs.lincs.sch.uk).

What Ofsted said.....

In December 2023, the school was inspected by Ofsted. QEHS has been graded as 'Good' in all five of the inspection categories: The Quality of Education, Behaviour & Attitudes, Personal Development, Leadership & Management, and Sixth Form Provision. Therefore, the overall effectiveness of the school is a strong 'Good'.

The inspection team rightly noted that QEHS is a school where expectations around what students can achieve are high, and that students thrive on this challenge and are successful in their academic studies. Just as importantly, it is recorded that students '*...get on well together and enjoy each other's company*' and that interactions with their teachers are similarly positive and productive. Above all, students attending QEHS were seen to be benefitting from an ambitious curriculum and '*...a rich educational experience*' that serves to develop their confidence, character and to broaden horizons.

Following on from two consecutive years of outstanding examination results and a top ten regional placing in *The Sunday Times Parent Power Survey*, the findings of this Ofsted inspection serve to demonstrate just how amazing the students of QEHS truly are and the extent to which they thrive and blossom by committing wholeheartedly to the utterly unique Queenies offer.

The QEHS Learner Standards

We are committed to working together as a school to ensure that students enjoy and achieve in all of their endeavours. Learning is at the heart of our thinking as a community and we encourage students to grasp opportunities in order to broaden their knowledge, skills and understanding.

To support this we have developed the QEHS **Learner Standards**. These set out to identify three key areas of focus for learning and are used as a framework for all that we do.

The **Learner Standards** are as follows:

1. **Behaviour for Learning**
2. **Leadership for Learning**
3. **Learning to Learn**



The Vacancy

We are seeking to appoint an enthusiastic and committed Premises Manager with knowledge of building and property management. Line managed by the Assistant Headteacher (Operations), the post holder will proactively manage, through a team of site staff, the security, cleanliness and maintenance of the school and associated sites. This will include both grounds and buildings to ensure a safe and healthy environment to facilitate the delivery of high-quality Teaching & Learning.

The post holder will ensure compliance with legislation and policy and assist the school's Leadership Team in the development of school facilities with a view to increasing and/or improving provision.

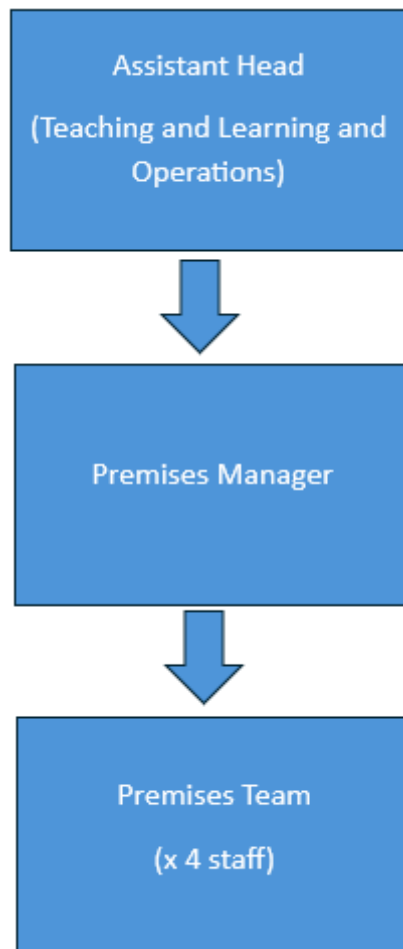
Experience of working within a school setting would be a distinct advantage, along with a knowledge of all aspects of health and safety and compliance. It is essential that the post holder has a thorough understanding of fire safety in a school along with knowledge of intruder alarms/CCTV and heating systems.

This role incorporates a range of reactive and scheduled work, therefore attention to detail and a 'can do' attitude are a must. The successful candidate will look to take genuine pride in the school site as an environment which best represents the high standards of Queen Elizabeth's High School.

The salary scale for this post is Grade 8 (£35,412 - £39,152). Our LGPS employer contribution is currently 17.8%. The annual leave entitlement starts at 28 days per annum, rising to 33 days after 5 years, plus bank holidays.

The successful candidate will work 37 hours per week. They will coordinate a team working on a shift rota basis ranging from a 05.30 start to a 21:00 finish. On occasions, they will need to include themselves on this rota to cover shifts and possibly at short notice. Due to the nature of the role, there will be a need for flexibility and negotiation as the successful candidate may be required to work out of hours on occasions. This could include covering staff absences, call outs and weekend lettings.

TEAM STRUCTURE



MAIN DUTIES:	
Premises Manager:	
Premises & Site Management	
1.	Be responsible for the safeguarding and security of the premises and its contents. To act as a keyholder and be responsible for routine and non-routine opening and securing of the site. To ensure maintenance of the intruder alarm and appropriate monitoring of site security. Be the first point of contact in case of emergency situations, responding to and reporting incidents to line management and external agencies as required. Ensure plans and procedures are in place for emergency situations and make provisions for inclement weather.
2.	Ensure site-wide compliance with health and safety legislation and school policy. Coordinate routine statutory and recommended inspections and servicing. Ensure appropriate records are maintained. Ensure risk assessments are in place for all activities, conducting both routine and targeted risk assessments where required. Provide appropriate health and safety updates to line management for reporting to governors. Provide training for staff as required.
3.	Monitor the standard of work, attendance and conduct of staff supervised. Identify training and development needs and ways of meeting these. Ensure any concerns are dealt with appropriately and effectively, involving the AHT/Headteacher where necessary, to encourage work of a high quality and to enable problems to be identified and resolved quickly.
4.	Be responsible for fire safety across the site, ensuring routine inspections and testing are undertaken and appropriately recorded. Ensure staff are aware of defined responsibilities and procedures during evacuations. Ensure compliance with legislation. Provide training for staff as required.
5.	Daily management of the Site Team, including time management, prioritisation, rotas and annual leave schedules to ensure an effective service for the school. To be involved in the recruitment and induction of site staff. Manage routine personnel issues and performance development in consultation with respective line managers. Be flexible and willing to undertake routine tasks and cover shifts and lettings during periods of staff absence or fine deadlines.
6.	Take a lead role in supporting end-of-day arrangements, ensuring team presence for announcing bus arrival and the safe departure of students.
7.	Coordinate safe receipt of deliveries to the school and arrange storage or portorage to departments. Communication with departments, the finance department and school office as appropriate.
8.	Plan and coordinate an annual maintenance schedule including (but not limited to) rolling programmes for redecoration, carpet and window cleaning, deep cleaning, repair and replacement of furniture and fittings and clearing of gutters. To keep paths and drives free from litter, leaves and snow and ensure equipment and materials are kept in a safe, clean working condition.
9.	Plan and coordinate schedules of work during school holidays to ensure thorough preparation for, and completion of, projects during these periods. Have oversight of varying school holiday site improvement projects, checking and signing works off and ensuring a satisfactory standard of completion.
10.	Ensure safe and efficient use of utilities and services, including frost precautions, consumption monitoring and waste management.
11.	Coordinate and monitor external contractors and services as appropriate, including grounds maintenance and cleaning, ensuring all works are carried out satisfactorily and obligations are met. Checking and signing off completed works where required. To support in the procurement of grounds and cleaning contractors.
12.	Ensure adequate insurance, risk assessments and method statements are in place for contractors. Ensure appropriate records are kept. Complete returns to the Local Authority and insurance companies as required. Maintain and/or facilitate relevant site surveys as appropriate.
13.	Have responsibility for the school's asset register and ensure appropriate insurance is in place. Maintain both a key and key holder list, with responsibility for issuing and retrieving keys as required.
14.	Attend regular site meetings and to represent the school at appropriate meetings with external contractors and agencies.
15.	Assist St Lawrence Academy Trust through the agreed Service Level Agreement in the management and monitoring of the premises budget, including securing best value when ordering of goods. Ensure the monitoring of stock levels and keeping appropriate records.
16.	Have shared responsibility for lettings; coordinating access and monitoring site activity. Ensure that lettings are profitable through monitoring of expenditure and additional costs working in partnership with the school's Communications, Marketing and Development Officer (CMDO).
17.	Participate in strategic and project planning to increase or improve facilities.
18.	Using Excel, ensuring that spreadsheets are kept up to date and used for reporting purposes.
19.	Be available to work flexibly between the hours of 05:30 and 21:00, according to the needs of the school.

20.	Ensure a rolling programme of redecoration is maintained and ensure works are scheduled and completed as well as the annual Deep Clean.
21.	Ensure an inspection and maintenance contracts register is maintained.
22.	Develop relationships and maintain regular liaison with key contractors and LA contacts as required.
23.	Manage the review of contracts and quotations, meeting with suppliers and being involved in site surveys as appropriate.
24.	Ensure good communication to all staff of any works which may impact on them and/or students.
25.	Lead on the Facilities Development Plan as an integral part of the School Improvement Plan.
26.	Undertake regular site tours with a member of LT to identify priority works and quality assure works completed.
27.	Ensure school holiday schedules of work are created, communicated and adhered to.
Capital Projects	
28.	Identify, plan, oversee and deliver significant capital projects to enhance the provision and capacity of the school. This is to include identifying and securing appropriate funding sources, managing relevant stakeholders and ensuring projects are completed on time and to budget.
29.	Be in school (or available remotely) to manage capital projects during all school holidays, except Christmas when the school closes fully to all staff.
30.	Ensure the cost-effective maintenance and cleaning of the site and site security and safety.
31.	Ensure appropriate reporting, monitoring and control systems relating to the school's internal building fabric and furniture, including the maintenance of the Asset Register.
32.	Manage the school's capital funding allocation and any additional capital grants.
Health & Safety	
33.	Ensure that all Health and Safety legislation, policies and procedures are in place and adhered to.
34.	Oversee the day-to-day management of Health and Safety within the school. Ensure a safe environment for all stakeholders.
35.	Ensure regular fire and Health and Safety risk assessment visits and reviews are undertaken.
36.	Review Event Planning Forms and risk assessments.
37.	Ensure near misses are reported and subsequent actions taken.
38.	Ensure serious injuries are investigated and, where appropriate, reported (LA/RIDDOR).
39.	Responsible for review of the Health & Safety and Terrorist Threat policies, Critical Incident Plan and evacuation procedure.
40.	Complete the annual Health & Safety Audit.
General	
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.	
Ensure an efficient and effective customer service to students, staff, parents and outside agencies.	
Evaluate and improve own practice, which may lead to improvements in the day-to-day running of the school and to take responsibility for personal professional development.	
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.	
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.	

PERSON SPECIFICATION:			
Requirements	Where identified A = Application Form T=Test/Assessment I = Interview	Essential	Desirable
Knowledge and understanding of fire safety in a school.	A, I,	✓	
Knowledge and understanding of Health & Safety legislation.	A, I, T	✓	
GCSE in Maths and English.	A, I	✓	
IOSH/NEBOSH qualification.	A, I		✓
Ability to write, assess and review risk assessments.	A, I, T	✓	
Knowledge and understanding of site security. Experience with intruder alarm systems/CCTV.	A, I,	✓	
Knowledge and understanding of building regulations.	A, I,		✓
Experience of writing reports and/or policies. Development of work schedules.	A, I, T	✓	
Ability to work within clearly defined policies and procedures, leading by example, and ensure team members do the same.	A, I	✓	
Ability to carry out general maintenance work in accordance with requirements.	A, I	✓	
Flexibility relating to working hours.	A, I	✓	
Ability to perform lifting, moving, use of equipment and possible working at heights if required.	A, I	✓	
Knowledge and experience of heating systems and basic plumbing.	A, I	✓	
Experience managing a team.	A, I	✓	
Experience working in a caretaker or similar role.	A, I	✓	
Experience working within an educational establishment.	A, I		✓
Excellent communication; both oral and written and excellent interpersonal skills.	A, I	✓	
Proven report writing skills.	A, I	✓	
Excellent IT skills.	A, I	✓	
Proven ability to liaise with statutory agencies.	A, I	✓	
Ability to set targets, motivate and inspire others to achieve targets.	A, I	✓	
Ability to prioritise responsibilities under pressure and to be self-motivating.	A, I	✓	
Personal integrity and confidentiality.	A, I	✓	
Excellent time management skills.	A, I	✓	
Strong commitment to high standards of service delivery and customer care.	A, I	✓	
Experience managing capital projects and working with external contractors.	A, I	✓	
Excellent team working skills and the ability to contribute to effective strategic and operational decision making.	A, I	✓	

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 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 15 June 2026**. 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 on Monday 22 June 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.



QUEEN ELIZABETH'S HIGH SCHOOL

Morton Terrace · Gainsborough · Lincs DN21 2ST · Tel (01427) 612354

Website: www.qehs.lincs.sch.uk Email: office@qehs.lincs.sch.uk

HEADTEACHER: Mr R M Eastham, BSc (Hons), MEd, NPQH

