Queen Elizabeth's Grammar, Alford

Site Caretaker






Contract Type:	Permanent – Full-time
Salary:	NJC Scale 10-12
Appointment Type:	52-week contract with annual leave plus Bank Holidays.
Start Date:	January 2027
Closing Date:	20 November 2026 at 12 noon

COR UNUM VIA UNA

Our School

Queen Elizabeth's is a Selective Academy, currently having 578 pupils on roll located in the small, rural town of Alford. We are a very friendly and caring community in which pupils are known and valued individually. The atmosphere is calm, happy and purposeful; standards of attainment, behaviour and dress are high, and we are proud of our reputation as one of the top schools in the East Midlands whilst offering a holistic, supportive approach to education. We aim to provide a broad, balanced, relevant and adaptive curriculum where every student is known and treated as an individual.

Our Sixth Form

There are currently 121 students in our sixth form, with some students (about 10 this year) joining us from other schools. Most Y12 students study three subjects but we tailor our package to every student. We are looking to increase our numbers moving forward.

The sixth form has use of their own house, Norbury, which includes some small teaching rooms, study rooms, ICT rooms and a kitchen.

Leadership and initiative are strongly encouraged. Sixth formers run a variety of clubs and activities, including sports and music.

The Senior Student Leadership Team plays a significant role in the day-to-day running of the school, with the Head Boy and Head Girl attending Governors' meetings. We encourage student leaders to build a meaningful legacy through projects driven by their own interests both within school and the wider community.



Job Description

We are looking to appoint an experienced site caretaker to be responsible for the maintenance, security, cleanliness and general upkeep of the school premises, ensuring that the school environment is safe, secure, clean and welcoming for pupils, staff, visitors and contractors.

The postholder will take pride in maintaining the school site and ensuring that buildings, grounds and facilities are kept in good working order.

Site Team Office

Our site caretaker's office is located in the centre of the school. We currently employ two site caretakers who report to the Facilities Manager and Headteacher. The School Caretakers play an important role in the smooth running of the school. In conjunction with the Facilities Manager, they are responsible for ensuring that the premises are safe, secure, well-maintained and fit for purpose, providing an environment in which pupils can learn and staff can work effectively.

The Role

The successful candidate will undertake a range of activities and duties which will include:

Site Security

- Open and close the school premises as required.
- In conjunction with the Facilities Manager, ensure the security of all school buildings, grounds and external areas.
- Operate and monitor security systems, alarms and CCTV where applicable.
- Ensure all doors, windows and gates are secure.
- Respond to emergency call-outs when required.
- To report to the Headteacher any trespass, theft or unauthorised parking of vehicles on the premises.

Health & Safety

- Have an awareness of Health and Safety policy reporting to the Facilities Manager.
- Identify and report hazards, defects and potential risks.

- Ensure walkways, entrances and grounds are safe and free from obstructions.
- Support fire safety procedures, including checking fire exits and emergency routes.
- Report accidents, incidents and maintenance issues to the Facilities Manager.

Building Maintenance and Repairs

- Carry out general maintenance and minor repairs, including basic plumbing, decorating, carpentry and DIY tasks within their competence.
- Monitor the condition of school buildings, fixtures and fittings.
- Identify maintenance requirements and arrange or report specialist repairs.
- Monitor heating, lighting, ventilation and water systems.
- Ensure maintenance equipment and tools are stored safely.
- Carry out regular inspections of pumps and boilers and take regular meter readings.

Cleaning and Site Presentation

- Ensure the school premises are maintained to a high standard of cleanliness and presentation by working with, and manging, the site cleaning team.
- Monitor cleaning standards and liaise with cleaning staff or contractors.
- To ensure the school site is well-kept and free of litter and leaves. This should involve a daily check of the site and a twice weekly check of the field perimeters.
- Ensure bins are emptied and waste is disposed of appropriately.

Grounds Maintenance

- Consult with contractors to ensure the site is well kept.
- Carry out seasonal maintenance, including gritting and snow clearance where necessary.
- Ensure drains and gullies are free flowing and clean.

Setting Up School Facilities

- Arrange furniture, equipment and resources for school activities and events including getting out and putting away chairs for morning assemblies supported by students.
- Set up and dismantle tables, chairs and other equipment as required.
- Support the preparation of rooms for meetings, parents' evenings and school events.
- Assist with external lettings and community use of school facilities.

Contractor Management

- Provide access and assistance to approved contractors.
- Monitor contractor attendance and work carried out.

General Responsibilities

- Respond promptly to requests from the Headteacher and School Facilities Manager.
- Manage stock of cleaning and maintenance supplies where required.
- Receipt of deliveries and checking paperwork is correct.
- Organisation of allocation of lockers, retrieval of keys at the end of the summer term and arranging duplicate keys being cut if required.
- Work flexibly to meet the operational needs of the school.
- Maintain confidentiality and professionalism at all times.
- Promote safeguarding and the welfare of children in accordance with school policies.
- Undertake any other reasonable duties appropriate to the role.

Personal Specification

Essential Requirements

- Right to work in the UK.
- A commitment to upholding the highest safeguarding standards and promoting the welfare of children in line with the latest KCSIE guidance.

Experience

- Working in a school/college or administration environment would be advantageous.
- Experience of general maintenance, DIY or caretaking duties.
- Good practical skills and ability to undertake minor repairs.
- Understanding of basic health and safety requirements.
- Ability to work independently and use initiative.
- Good organisational and time-management skills.
- Reliable, trustworthy and flexible approach.
- Good communication and interpersonal skills.
- Ability to work effectively as part of a team.
- Complying with statutory regulations set by external bodies.

Key Skills and Abilities

- A proactive and practical approach to problem-solving.
- Pride in maintaining a clean, safe and welcoming school environment.
- Ability to prioritise workloads and respond to urgent situations.
- A flexible and positive attitude.
- Attention to detail.
- Commitment to maintaining high standards across the school site.
- Ability to follow policies and procedures set by the school and external agencies.

Professional Attributes

- A commitment to uphold high standards of personal and professional conduct.
- Promote equality, diversity and inclusion in all aspects of working practice.
- The desire and ability to make a significant contribution to the wider life of the school.

Beliefs, Attitudes and Personal Qualities

- Ability to work collaboratively and effectively as part of a wider team.
- Positive attitude toward change, and improvement.
- Ability to adapt to changing technologies.
- Ability to stay calm under pressure.
- Ability to work well as a team and independently.

Working Hours

The working hours per week for this role are 35 hours. During a normal working week these are split into an early and late shift rotated.

SHIFT	START	LUNCH	FINISH
Earlies	7.30 am	11.30 am – 12.30 pm	3.30 pm
Lates	10.00 am	1.00 – 2.00 pm	6.00 pm

Where one of the site caretakers is absent the working day is amended to a split shift:

START	LUNCH	FINISH
7.30 am	11.30 am – 2.30 pm	6.00 pm

How to Apply

Applications are welcome from internal and external candidates.

For further details about the school please visit our website, www.qegs.co.uk or contact Mrs A Duff (PA to the Headteacher) on 01507 462403 or a.duff@queenelizabeths.co.uk. A tour of the school will be included as part of the interview process. Applicants should complete the application form and return it with a covering letter outlining relevant experience, reasons for application and suitability to Mrs A Duff addressed to Mr G Thompson either in hard copy or by email to a.duff@queenelizabeths.co.uk.

The deadline for applications is 20 November at 12 noon.

Queen Elizabeth's Grammar is committed to safer recruitment practice and pre-employment checks in line with KCSIE 2026 will be undertaken before any appointment is confirmed. The 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 post is subject to an enhanced Disclosures and Barring Service clearance.

Fluency Duty

In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with stakeholders and provide advice in accurate spoken English is essential for the post. All shortlisted candidates will need to verify their eligibility to work in the UK at interview.



Queen Elizabeth's Grammar, Alford, Station Road, Alford, LN13 9HY

COR UNUM VIA UNA