

ELIZABETH COLLEGE

Beechwood School Caretaker & Maintenance Worker

A vacancy for this post has occurred due to a medical retirement. The successful applicant should be both technically capable and highly personable, working within the Estates Team and engaging widely with Beechwood School staff and pupils. He/she should be proficient in first line maintenance, as well as being proactive and efficient as a School Caretaker. He/she will need to drive a minibus and act as a Special Constable.

IT Admin Assistant & Trips Support

This position is primarily to provide administrative support to the College IT Department, but it also includes travel booking administration in support of College staff trip leaders. The post is term-time plus INSET days with 1 week's holiday work preceding the Michaelmas Term. The hours will be between 30-36 per week, to be agreed with the successful candidate. While a single application for both roles is preferred, applications will be considered with a preference to one role.

Applications, which must be submitted on the Elizabeth College application form, are invited as soon as possible, but for the Beechwood role must be received no later than noon on Monday 25 June 2018 and for the IT & Trips role by noon on Monday 2 July 2018.

Elizabeth College is committed to safeguarding and promoting the welfare of young people. We expect all staff and volunteers to share this commitment. The successful candidates will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure application.

**For further details and an application
form please visit**

**[www.elizabethcollege.gg/
information/job opportunities](http://www.elizabethcollege.gg/information/job-opportunities)
or contact Ros Willard
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