

# ELIZABETH COLLEGE

GUERNSEY ♦ FOUNDED 1563

PARTICULARS OF VACANCY

Maintenance Worker

September 2022



[www.elizabethcollege.gg](http://www.elizabethcollege.gg)  
01481 726544

Leading  
Independent  
Schools





## **Elizabeth College Maintenance Worker**

In anticipation of the College's move into Perrot Court later in the year we wish to recruit a candidate to the role of Maintenance Worker to supplement our Maintenance Team from September 2022. The ideal candidate would be personable, technically capable and proficient or able to develop proficiency across trades including some or all of carpentry, painting, plastering and plumbing as well as general handyman/woman duties.

The role is year-round and full time, for an average of 42 hours per week based on a bi-weekly Saturday morning working arrangement. The successful postholder will work for 40 hours one week followed by 44 hours the following week. More flexible part-time working arrangements may also be available. Further information is available upon request from HR Manager, Lauren Lihou (HR@elizabethcollege.gg).

The successful postholder will be offered an additional responsibility as Compliance and Maintenance Programme Co-ordinator. This will involve using College IT systems to record activities, generate reports and presentations, update maintenance plans and schedule relevant training for colleagues. This additional responsibility attracts additional remuneration (Management Allowance 1, currently £3,010 per annum).

Information and full details of the role, including the additional responsibility, is included in the following documents, which are attached to and form part of these Particulars:

- ✓ Job Description
- ✓ Person Specification

### **ELIZABETH COLLEGE**

Elizabeth College, founded in 1563 by Queen Elizabeth I, is a broadly selective day school. One of the earliest members of the Headmasters' and Headmistresses' Conference (HMC), the College provides a challenging, broad and stimulating academic and extracurricular programme for children between the ages of 2½ and 18.

Elizabeth College Junior School is coeducational. The infant department at Acorn House provides a pre-school and pre-prep education for children aged 2½ through to 7 (Key Stage 1). The Junior department, at Beechwood, provides an education for children aged 7 through to 10 (Key Stage 2) and prepares boys and girls for entry to secondary education at the age of 11. ECJS Acorn House and ECJS Beechwood are co-located on a site approximately half a mile away from the Upper School.

The Upper School became coeducational in September 2021 with girls joining the College in Year 7 and Year 12. This change was made recognising the needs of modern society and builds on both our well-established coeducational offering in the Junior School and the positive impact of our twenty-year Sixth Form partnership with The Ladies' College. Years 8-11 remain boys only as we take a phased approach to the introduction of the coeducational model.

The Upper School offers a wide variety of subjects with most students taking between nine and eleven GCSEs. At Sixth Form (ages 16-18), we work in an academic partnership with The Ladies' College in order to offer a broad curriculum and to flexibly accommodate the A level choices of our students.



Beyond the classroom, there are extensive opportunities for students to become involved in Sport, Music, Drama, STEM activities, trips and tours, the Combined Cadet Force (CCF), the Duke of Edinburgh's Award Scheme and many other activities.

Elizabeth College is proud of its academic record, but we feel strongly that a successful school experience is about much more than examination certificates. We celebrate all of the talents of our students and look to support and guide them as children and young people through to adulthood.

## ISI INSPECTION NOVEMBER 2021

Elizabeth College has received an outstandingly positive report from its recent inspection. Assessing the quality of College's educational provision, the Independent Schools Inspectorate (ISI) gave Elizabeth College the highest rating of "Excellent" on both the quality of the pupils' learning and achievement and the quality of the pupils' personal development.

As a member of the Headmasters and Headmistress's Conference, Elizabeth College is inspected by the Independent Schools Inspectorate (ISI). ISI inspections are validated by Ofsted, but differ in elements of the framework used, and also the grading system.

The inspection was completed by a team of 8 inspectors in November 2021 and covered the whole of Elizabeth College, including the Pre-School, Junior School and Upper School.

ISI inspections allow Elizabeth College to be compared to the best independent schools in the UK. Inspection reports include both qualitative and regulatory assessments and include appraisal of the quality of the pupils' learning and achievement, personal development, spiritual, moral, social and cultural development, welfare, health and safety and the quality of leadership and management.

The inspection report is generous in its praise of the **overall quality of the education** provided by the College and for the pupils themselves, as exemplified by the following excerpts:

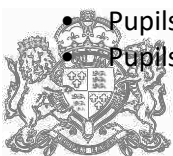
- The quality of the pupils' learning and achievement is excellent.
- Pupils of all ages and abilities develop comprehensive subject knowledge, skills and understanding across all areas of learning, appropriately challenged by teaching that addresses linguistic, mathematical, scientific, technological, human and social, physical and aesthetic and creative aspects of learning.
- Pupils move on to the next stage in their lives with confidence and self-assurance, wanting to live adventurously whilst approaching the concept of risk sensibly in all that they do.

The report also reflects on the College's **curricular provision, quality of teaching and excellent outcomes** which the whole College achieves from its broad intake of pupils:

- Pupils enjoy their learning, think independently and have energy and passion in their drive for success.
- Pupils respond well to a thoughtfully constructed curriculum and to teaching that demands active engagement by pupils.
- The pupils' excellent commitment to success is strongly inspired because teachers set high expectations and consistently model highly positive attitudes to learning and achievement.
- Pupils' achievements in external competitions, in gaining other intellectual distinctions, and their successes in sport and the arts are outstanding.
- Older pupils commented that, though the school encourages excellence it does not mean perfection and that they are helped to take a balanced approach to life.

**Pastoral care** and the quality of relationships throughout the school are particularly highly praised:

- The quality of the pupils' personal development is excellent.
- Pupils' strong sense of responsibility, resilience, perseverance and self-esteem is the result of a well-organised proactive pastoral system.
- Pupils can be themselves and respect one another for their individuality.
- Pupils are kind to each other and considerate to their teachers.



The College's **leadership opportunities** and role within the community are also highlighted:

- The opinions of pupils are routed through active school councils which influence the direction of the school.
- Many seek opportunities both in the school and the wider community to take on responsibilities and opportunities.

With the overriding objective of helping schools to build on their strengths and identify areas for further improvement, the report includes these recommendations:

- Ensure all pupils make equally strong progress across all areas of the school, through consistent application of marking, oral feedback and suitable challenge in all lessons.
- Strengthen junior school pupils' ability to apply information and communication (ICT) skills proficiently across the curriculum.
- Strengthen upper school pupils' ability to reflect on the philosophical and spiritual ideas to which they are exposed.

Principal of Elizabeth College, Jenny Palmer says,

"I am really pleased with the outcome of our ISI inspection and the very positive way it reflects on our students and all of the hard work that our staff do to support them. When the inspectors visited us in November their focus was on student outcomes and all we do as a school community to facilitate those outcomes, from Pre-School through to the Sixth Form. It is great to see our academic, extra-curricular and pastoral provisions recognised as excellent and it is really helpful to be provided with recommendations on what we can do to improve still further, something we have already made a start on."

*Please visit our website at [www.elizabethcollege.gg](http://www.elizabethcollege.gg) for further information about Elizabeth College. If you have any questions about the post, please do not hesitate to contact us.*

**Applications for this position must be submitted on the Elizabeth College application form** available on our website ([www.elizabethcollege.gg](http://www.elizabethcollege.gg)) or on request from:

Mrs Lauren Lihou, HR Manager E: [HR@elizabethcollege.gg](mailto:HR@elizabethcollege.gg)  
The Bursary, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY

***Assistance completing the form can be provided upon request from Lauren.***

***Please do not submit supplementary information by CV or letter.***

***All relevant information must be included in the application form.***

*Elizabeth College is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.*

*We welcome applications regardless of age, gender, ethnicity or religion.*

The closing date for applications for this post is **noon on Monday 26<sup>th</sup> September 2022.**





## Job Description

### Maintenance Worker

**Responsible to:** Site Maintenance Manager

**Job purpose:** Provide maintenance support throughout all 5 sites of Elizabeth College.

**Hours:** Bi-weekly Saturday morning working arrangement averaging 42 hours per week; 40 hours per week followed by 44 hours on the following week including attendance at 5 INSET days.

Part-time offers to be discussed at interview.

**Remuneration:** States of Guernsey Scale E.01 – E.03 (currently £15.24 - £15.79 per hour)

### Main duties and responsibilities

In all these and any subsequently allocated tasks, a very high degree of tact, dedication and responsibility will be expected in carrying out your maintenance duties in a timely manner. In the performance of your duties you will work closely with the other Facilities Team members with whom a close degree of mutual support, teamwork, respect and co-operation will be essential, as well as working with staff across the College. A cheerful, helpful disposition and good communication skills are essential.

The post holder will be required to undertake general facilities maintenance tasks and is therefore expected to be proficient in some or all skill areas including carpentry, plumbing, painting and reparation building works. These skills would be utilised across the following duties:

#### Routine Maintenance

- Internal and external decoration
- Clearance of gutters and down pipes
- Glazing
- Fencing
- External Paving
- Carpentry
- Roofing
- Concreting
- Rendering and plastering
- Repointing masonry

#### Improvements

- Refurbishment of College facilities

#### Repair Works

- Building fabric (internal and external) such as cement render
- Doors and windows
- Heating and plumbing systems
- Repairing appliances and electrical equipment
- Emergency repairs as required

## **Wider College Responsibilities**

- Requirement to become a special constable and support the wider team with crossing duties
- Requirement to obtain D1 driving licence to allow for the driving of College minibuses
- Requirement to undertake regular health & safety and safeguarding training, and to attend College briefing meetings.

## **Compliance & Maintenance Programme Co-ordinator Role (additional responsibility)**

- To create and maintain a health and safety training matrix for College staff
- To record regular compliance checks on College IT systems and generate reports for the Bursar and Board of Director meetings
- To assist the Site Maintenance Manager in the development of a 5 year rolling College repairs and maintenance programme
- To collate inspection, survey and audit documentation from engineers and contractors and ensure recommendations for repairs and further actions are included in the College repairs and maintenance programme.

The above list of duties is not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities reasonably assigned to them by the Line Manager or Bursar.

Job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the school.



<b>Person Specification: Maintenance Worker</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<b>Education and/or Qualifications:</b>			
Trained in Health & Safety i.e. Fire Marshalling, Asbestos Awareness, First Aid, Safeguarding, traffic control		✓	Application form
Willing to obtain a minibus (D1) driving licence		✓	Interview
Willing to train as a Special Constable	✓		Interview
<b>Experience &amp; Knowledge:</b>			
Experience of working in a maintenance or similar role	✓		Application form
Experience of working in a school or other educational setting		✓	Application form
Experience driving vehicles/ minibuses		✓	Application form; Interview
Knowledge of a trade or trades	✓		Application form; Interview
Knowledge of workplace compliance requirements		✓	Application form; Interview
Proficiency in the use of Microsoft Office packages - Word, Outlook Excel, PowerPoint	(✓ Compliance role only)	✓	Interview
<b>Personal and Professional Skills and Attributes:</b>			
Well-motivated and enthusiastic with high standards and a positive 'can-do' attitude and customer service ethos	✓		Interview
Flexible, pro-active approach to work including the ability to prioritise and re-prioritise	✓		Interview
Excellent interpersonal skills and able to communicate and collaborate effectively with staff, at all levels	✓		Interview; References
Able to take the initiative and to be flexible	✓		Application form; References
Committed to continuing professional and personal development	✓		Interview
Willing to work flexibly and to adapt to the schools changing needs, and to be 'on call' for urgent issues as required	✓		Interview; References
Tact, discretion and loyalty, integrity and high professional standards	✓		References
Willing to go the 'extra mile' if necessary	✓		Interview
Desire to present Elizabeth College in the best light at all times	✓		Interview
Able to present key management information visually	(✓ Compliance role only)	✓	Interview
Attention to detail	(✓ Compliance role only)	✓	Application form; References





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