

# ELIZABETH COLLEGE

GUERNSEY ♦ FOUNDED 1563

PARTICULARS OF VACANCY

CARETAKER

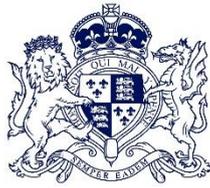
November 2022



[www.elizabethcollege.gg](http://www.elizabethcollege.gg)  
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## **CARETAKER**

### **December 2022**

We are seeking an enthusiastic, hard-working, and flexible applicant to join our Maintenance Team to fulfil a wide range of tasks.

This is a year-round role, Monday to Friday, 8.00am to 5.00pm, with bi-weekly Saturday working from 8.00am to 12.00pm.

Information and full details of the post are 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 28<sup>th</sup> November 2022.**





## Job Description

### Caretaker

<b>Job Title:</b>	Caretaker
<b>Place of Work:</b>	Elizabeth College, The Grange, St Peter Port, Guernsey
<b>Employer:</b>	Bursar, Elizabeth College (on behalf of the Elizabeth College Board of Directors)
<b>Responsible to:</b>	Senior Maintenance Worker
<b>Principal Function:</b>	To fulfil the Caretaker role at the Upper School
<b>Remuneration:</b>	States of Guernsey Scale C.01 – C.03 (currently £13.41 - £13.86 per hour)

### Main Duties & Responsibilities

1. You will work in the Maintenance Team alongside the other Caretaker and will be responsible to the Senior Maintenance Worker, your direct Line Manager. The Bursar will be your ultimate Line Manager.
2. You will be expected to be on College premises from the start of the school day to open up (within your agreed working hours) and be present at the end of the school day, term time and school holidays. You may leave the premises during the working day at lunchtime (between 12.00pm and 2.00pm).
3. You will otherwise be expected to be on College premises during the working day, unless absent on College business, and any such absence should be made known to the Senior Maintenance Worker.
4. You will be based from the Caretakers' room by the main entrance.
5. Your role will include the following list of tasks that may be varied at the discretion of the Senior Maintenance Worker and the Bursar:
  - Unlock the buildings before the start of the school day, if required.
  - Lock school buildings at the end of the school day.
  - Lock the school gates (Lower, Upland Road and Main) as necessary.
  - Be available for road crossing duties during the school day (you will need to be qualified as a Special Constable) and occasionally out of hours during College events.
  - Be familiar with the fire alarm control system and fire procedures – you will be required to act as a Fire Marshal.
  - Ensure that toilets and Cleaners' stores are restocked with toilet paper, towels, air freshener and other such items as required.
  - Undertake basic cleaning duties during the working day and assist with the deep cleaning of classroom carpets etc. during holiday periods.
  - Place the orders for stock requirements.
  - Stow stock items properly and secure them.
  - Transfer of stores e.g. furniture and stationery to classrooms, etc.
  - Ensure that light bulbs are changed as necessary.
  - Regularly patrol school premises during the day, taking appropriate action regarding any unauthorised people in the College; collect and dispose of all litter; ensure gutters and drains are clear; and ensure that the overall grounds are kept in a clean and tidy condition at all times.
  - With the Senior Maintenance Worker, ensure that you review the College's weekly programme of events, produced by the School Secretary, at a weekly meeting with the Bursar.
  - Assist with setting up and clearing of the Hall or other designated eating area at lunchtimes.
  - Carry out grounds gardening, weeding and grass cutting.

## Caretaker

- Set up the hall and other designated main assembly areas for assemblies and other functions. Ensure that all such areas are laid out properly for the start of the next school day.
- Assist with the setting up and clearing away of rooms designated for meetings of the College Board of Directors.
- Swimming pool cleaning, monitoring and application of chemicals (as required).
- Assist with the laying out and putting away of outdoor furniture.
- Report any maintenance defects to the Senior Maintenance Worker.
- Undertake such Health & Safety training as may be directed by the Bursar.
- Assist the Maintenance Team as directed by the Senior Maintenance Worker by doing light and basic maintenance tasks.
- Assist with banking, delivery of post to the main post office and of internal mail.
- Drive the school minibus on occasion, as directed by the Senior Maintenance Worker.
- Monitoring College car park for persistent non-compliant car parking and posting Terre à L'Amende tickets as appropriate.
- Ensuring clocks are set and corrected within the College.
- Remove snow and ice from the College (in conjunction with other Maintenance staff).
- Comply with all Health & Safety requirements, and other school policies and procedures.
- Ensure First Aid boxes are regularly checked and refilled as required, ordering in replacement stock as appropriate, in conjunction with the other Caretaker.
- To be deployed to Elizabeth College Junior School as required by the Senior Maintenance Worker, both short and long term. This is known as the "Interchangeability" clause.
- Any other duties that can be reasonably expected as agreed with the Maintenance Manger or Bursar.

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 Senior Maintenance Worker or Bursar.

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



<b>Person Specification: Caretaker</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<b>Education and/or Qualifications:</b>			
Willing to train as a First Aider and Fire Marshal	✓		Application form; Interview
Holder of a valid driving licence, and willingness to obtain D1 licence	✓		Interview
Sound verbal, literary and numeracy skills	✓		Application form; Interview; References
Willing to train as a Special Constable	✓		Interview
<b>Experience &amp; Knowledge:</b>			
Experience of working in a similar role involving cleaning, security, and/or basic maintenance	✓		Application form
Experience of working in an educational setting		✓	Application form
Knowledge of workplace Health & Safety compliance requirements		✓	Application form; Interview
<b>Personal and Professional Skills and Attributes:</b>			
Basic skills in cleaning, maintenance of garden and grounds, minor repairs, and/or interior decorating	✓		Application form
Ability to work well within a team and to understand and execute instructions cheerfully and willingly	✓		Interview; References
Ability to learn additional skills such as traffic control, minibus driving, fire marshal, first aid and pedestrian crossing	✓		Application form; Interview
Trustworthy, helpful, loyal, discrete	✓		Interview; References
Well-motivated and enthusiastic with high standards and a positive 'can-do' attitude and customer service ethos	✓		Interview; References
Flexible, pro-active approach to work including the ability to prioritise and re-prioritise and take the initiative	✓		Application form; References
Tact and diplomacy to deal with staff, parents, and children	✓		Interview; References
Willing to work flexibly and to adapt to the school's changing needs, and to be 'on call' for urgent issues after hours	✓		Interview
IT Literate		✓	References
Desire to present Elizabeth College in the best light at all times	✓		Interview