ELIZABETH COLLEGE

GUERNSEY ♦ FOUNDED 1563

PARTICULARS OF VACANCY

ASSISTANT MAINTENANCE WORKER

October 2026

www.elizabethcollege.gg
01481 726544

Leading Independent Schools HMC

ASSISTANT MAINTENANCE WORKER
OCTOBER 2026

We wish to recruit a candidate to the role of Assistant Maintenance Worker to join our Maintenance Team from October 2026, or as soon as possible thereafter.

This is an excellent opportunity for an enthusiastic and reliable individual who is keen to develop a career in building and facilities maintenance. Working alongside experienced colleagues, the successful candidate will assist with the upkeep, repair and improvement of the College estate, undertaking a wide range of practical tasks and learning new skills across a variety of trades.

The ideal candidate will be personable, proactive and willing to learn, with practical aptitude and an interest in developing basic skills in one or more areas such as carpentry, painting, plastering, plumbing and general maintenance. Previous experience in maintenance, construction or a trade environment would be advantageous but is not essential, as training and support will be provided.

This is a year-round role. The ideal candidate will work full time, for an average of 42 hours per week based on a bi-weekly Saturday morning working arrangement. 40 hours per week followed by 44 hours on the following week, including attendance at 5 INSET days. However, flexible working requests will be considered.

The postholder will be enrolled in a pension scheme upon appointment and will be entitled to 25 days holiday per year, rising to 28 days per year upon 5 years of service.

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 selective day school with a broad ability range located in St Peter Port in Guernsey. One of the earliest members of the Heads' Conference, it provides a challenging and highly stimulating academic and co-curricular programme for children from 2 ½ through to 18 years of age in a co-educational environment.

Whether it is for our youngest children in the Pre-School or the eldest studying for their A Level examinations, the Elizabeth College curriculum is vibrant, progressive and stretching. Our staff are focused on helping all our students to learn, to grow and to be better than they were yesterday. This is reflected in our students' examination performances and the successful careers of our alumni. But success goes beyond test scores and university acceptances; at Elizabeth College we nurture the whole child. Our school culture, our diverse offering of co-curricular activities and our comprehensive pastoral care instil in our students a set of core values that we hope will equip them for success for the rest of their lives.

The Junior School is split over two sites, joined by the Elizabeth College Junior School Field. The Acorn site for children aged 2½ through to 7 (Key Stage 1) is located on the King's Road and the Beechwood site for children aged 7 through to 10 (Key Stage 2) is on the Queen's Road. ECJS is located approximately half a mile away from the Upper School, on The Grange. While the campus is split, common spaces such as sporting facilities are shared. Familiarity with the site, staff and routines allows

for smooth transitions between the different educational stages, with staff working together to ensure continuity of pastoral and academic support.

The Upper School became co-educational 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 co-educational offering in the Junior School and the positive impact of our Sixth Form partnership with The Ladies' College. The Upper School offers a wide variety of subjects with most students taking between nine and eleven GCSEs.

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.

OUR VALUES

Everything we do at Elizabeth College is centred around living to our core set of values. They help steer how we behave, learn and treat each other, and they are embedded in and reflected upon in all aspects of school life.

An Elizabeth College education is designed to create well-rounded, resilient young people who have the skills, attitudes and values to be successful individuals who make a positive contribution to society. This focus begins right at the start of the Junior School with a simple set of easy to follow core values. For our youngest children we teach them to: Aim High, Be Kind, and Be Brave. Providing this toolkit for school life, ensures we encourage them to develop self-confidence and a love of learning, while being sensitive to the feelings of others.

As students move up through the years and into the Upper School we actively use our core values: Curiosity, Compassion and Courage to guide our daily interactions with one another and our approach to school work.

OUR SAFER RECRUITMENT PROCEDURE

All candidates who apply for a role within Elizabeth College will be subject to a safer recruitment process, including a disclosure of criminal records and other vetting checks. The interview will include questions about safeguarding and the protection of children and young people.

All information provided on the application form by candidates will be shared only with HR and the interview panel and processed for recruitment purposes only. All information will be stored in accordance with our data protection policy.

Applicants who meet the shortlisting criteria will be contacted by the HR Team to request consent from to contact the nominated referees, ideally in advance of interview. The following information is requested from the referee:

- Applicant details including dates of employment, how long they have known the individual and if they would re-employ
- The applicant's qualities and achievements
- Areas of development
- Reason for leaving
- Current salary
- Suitability for the role
- Safeguarding

- A personal evaluation
- The opportunity to provide further comments

Please visit our website at 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) or on request from:

The HR Team E: HR@elizabethcollege.gg
The HR Office, Elizabeth College, The Grange, St Peter Port, Guernsey, GY1 2PY

Please do not submit supplementary information by CV or letter. All relevant information must be included in the application form.

Potential candidates who may find it difficult to or be unable to complete the application form but whose qualifications and/or experience meet the requirements of the role should contact the HR team as above.

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.

Online and Social Media checks may be conducted for shortlisted candidates.

All applications are welcome and will be considered in line with the Guernsey Discrimination Ordinance.

The closing date for applications for this post is **noon on Monday 28 September 2026.**

ELIZABETH COLLEGE

Job Description
Assistant Maintenance Manager

Place of Work:	Elizabeth College, The Grange, St Peter Port, Guernsey (Occasional work at Junior School, College Field and Memorial Field)
Responsible to:	College Maintenance Manager
Working Arrangements:	This is a year-round role. The ideal candidate will work full time, for an average of 42 hours per week based on a bi-weekly Saturday morning working arrangement. 40 hours per week followed by 44 hours on the following week, including attendance at 5 INSET days. However, flexible working requests will be considered.
Remuneration:	States of Guernsey D/01 (£40,484.33), annually rising to D/02 and D/03
Principal Function:	To supplement the Maintenance Worker roles & provide support to the Caretaker and Landscape Gardener roles at the Upper School and Junior School.

Elizabeth College is committed to safeguarding and promoting the welfare of young people and staff. The successful applicant will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check.

Main Duties & Responsibilities

The postholder will work in the Maintenance Team alongside the Maintenance Workers, Senior Maintenance Workers & Caretakers and will be responsible to the College Maintenance Manager, your direct Line Manager. The Bursar will be your ultimate Line Manager.

The postholder will be expected to be on College premises during the working day, unless absent on College business, as directed by the College Maintenance Manager.

The postholder will be based in the Maintenance Team workshop, with access to the Maintenance Team facilities.

This role will include the following list of tasks that may be varied at the discretion of the College Maintenance Manager or the Bursar:

- Be available for road crossing duties during your allocated hours (you will need to be qualified as a Special Constable) and occasionally out of hours during College events.
- Stow stock items properly and secure them.
- Assist with the clearing of gutters and drains across College premises.
- Assist the Landscape Gardener by way of weeding, strimming, leaf clearance and grass cutting.
- Various ‘rough area’ painting work, such as the public access areas of the Perrot Court car park.
- Pressure wash hard areas across the College campus.
- Pump excess water from the College swimming pool.
- Occasional window cleaning on the ground floor level only.
- General maintenance tasks (creaky doors, sticky windows, locks, lightbulbs, area clearance etc).

- Basic making good of walls, for example, where a noticeboard has been removed.
- Comply with all Health & Safety requirements and other school policies and procedures.
- Legionella testing.
- Install or remove shelving, notice boards or whiteboards.
- Report any maintenance defects to the College Maintenance Manager or a Senior Maintenance Worker.
- Undertake Health & Safety training as may be directed by the College Maintenance Manager or Bursar.
- Drive the school minibus on occasion, as directed by the College Maintenance Manager, as directed by the College Maintenance Manager, including the minibuses when a D1 licence is acquired.
- Dismantle & build desks.
- Toilet unblocking and toilet seat repair/ replacement.
- Assist with the deep cleaning of classroom carpets etc. during holiday periods.
- Remove snow and ice from the College (in conjunction with other Maintenance staff).
- Be familiar with the fire alarm control system and fire procedures (you will be required to act as a Fire Marshal).
- Provide assistance to, and cover for Elizabeth College Caretakers
- Assist in the removal of furniture and equipment.
- Deployment to Elizabeth College Junior School (both King's Road and Queen's Road sites) as required by the College Maintenance Manager.
- Deployment to either of the playing field facilities, as required by the College Maintenance Manager,
- Occasionally assist with the laying out and putting away of outdoor furniture.

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 College Maintenance Manager or Bursar.

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

ELIZABETH COLLEGE

Person Specification: Assistant Maintenance Worker			
	Essential	**Desirable**	**How assessed**
Education and/or Qualifications:			
Willing to train in one or more Health & Safety disciplines: E.g. Safeguarding, Fire Marshalling, Traffic Control, Asbestos Awareness, Legionella, Workshop Safety, Working at Height, First Aid.	✓		Application form
Clean driving licence	✓		Application form
Willing to obtain a minibus (D1) driving licence.		✓	Application form; Interview
Willing to train as a Special Constable.	✓		Interview
Experience & Knowledge:			
Experience of working in a maintenance or similar role.		✓	Application form
Experience of using hand and electrical tools.		✓	Application form
Experience of working in a school or other educational setting.		✓	Application form
Experience driving vehicles/ minibuses.		✓	Application form; Interview
Ability to read technical manuals & drawings.		✓	Application form; Interview
Some knowledge of some building trades e.g. plumbing/electrics.		✓	Application form; Interview
Knowledge of workplace compliance requirements.		✓	Application form; Interview
Some knowledge of Microsoft Office packages - Word, Outlook, Excel.		✓	Interview
Ability to use a computer, tablet or smartphone to communicate, log jobs and record compliance checks.	✓		Application form
Personal and Professional Skills and Attributes:			
Physical stamina & dexterity	✓		Interview
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
Attention to detail.	✓		Application form; References
The ability to take the initiative and to think creatively.	✓		Application form; References

Committed to continuing professional and personal development.		✓	Interview
Willing to work flexibly and to adapt to the school's 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'.	✓		Interview
Desire to present Elizabeth College in the best light at all times.	✓		Interview