# ELIZABETH COLLEGE

GUERNSEY ♦ FOUNDED 1563

PARTICULARS OF VACANCY

# MAINTENANCE WORKER

October 2026

www.elizabethcollege.gg
01481 726544

Leading Independent Schools HMC

# MAINTENANCE WORKER
# OCTOBER 2026

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

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. In September 2024 Year 11 will be the last remaining boys only

year group as we take a phased approach to the introduction of the co-educational model. 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 in 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
# Maintenance Worker

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|---|---|
| **Place of work:** | Elizabeth College primarily<br>(Occasional work at Junior School, College Field and Memorial Field) |
| **Responsible to:** | College Maintenance Manager |
| **Working Arrangements:** | This is a year-round role.<br><br>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 E<br><br>E/01 (currently £45,866.62), annually rising to E/02 and E/03 |
| **Purpose of Position:** | To provide maintenance support throughout the Elizabeth College campus and is therefore expected to have working knowledge in some or all of the following skill areas: reparation building works, basic carpentry, painting, plumbing, building control systems (i.e. heating & ventilation timers, air con controls, fire alarm systems). |

*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 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 other Maintenance Team staff with whom a close degree of mutual support, teamwork, respect and co-operation will be essential, as well as working with Teaching and Support staff across the College Estate. A positive, helpful disposition and good communication skills are essential.

The ideal candidate would be proficient or able to develop proficiency across trades including some or all of carpentry, painting, plastering and basic plumbing as well as general maintenance duties. It is also important to have a basic understanding of, and confidence in using, a computer, tablet or smartphone to communicate with colleagues and to log jobs using the College's ticketing and compliance systems.

The below list of jobs gives an idea of duties expected of the team.

**Routine Maintenance**

- Decoration, both internal and external (small works).
- Clearance of gutters and down pipes at low level.
- Installation of shelving / notice boards.
- Attending to minor fixes, such as problems with doors / windows / walls.
- Checking of heating or fire alarm control panels to assess issues.
- Install appliances and equipment.

- Check functionality of safety system (eg fire alarm).
- Adjustments of boiler timers.
- Adjustment of air con controls.
- External Paving (small works).

**Improvements & Repairs**

- Basic plumbing / Sanitary Fittings.
- Partitions.
- Assist with Stud work, reinstallation of refurbished doors / windows and carpentry.
- General refurbishment of College facilities.
- Rendering and plastering (patch work)
- Concreting (small works).
- Portable tower scaffold erection (training provided).

**Compliance and Health & Safety**

- Carry out compliance inspections, fire alarm tests, Fire Marshall checks and other statutory checks as directed by the Maintenance Manager.
- Accurately record all checks and related information using paper-based records or digital systems via a computer, tablet or smartphone.

**Wider College Responsibilities**

- Requirement to become a Special Constable and support the wider team with road crossing duties.
- Requirement to undertake Fire Marshall training.
- Requirement to obtain D1 driving licence to allow for the driving of College minibuses (training will be provided).
- Requirement to undertake regular Health & Safety and Safeguarding training.

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 the Bursar.

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

ELIZABETH COLLEGE

| Person Specification: 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 |

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|---|---|---|---|
| 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 |