



QUEENS' SCHOOL

Dare to be Great

Residential Caretaker

- Closing date:** Monday 21 September 2026
- Grade:** Scale H5, £32,231
- Hours of work:** 40 hrs per week, Full-time Monday to Friday
Split shift: 7am – 10.30am, 2pm – 6.30pm (**lock up between 6.00 – 6.30pm**)

We are looking for a reliable and committed Residential Caretaker to join our hardworking Estates team.

We are seeking someone who is reliable, practical, proactive and able to work independently, while also being a valued member of the wider Estates Team.

The role is varied and involves supporting the day-to-day maintenance, security and smooth operation of the school site.

Previous experience in a caretaking, facilities, maintenance or similar role would be advantageous, although a willingness to learn and a positive approach are equally important.

Full details of the role, including the duties and requirements, can be found in the accompanying job description.

Main Responsibilities:

The successful candidate will be responsible for:

- Maintaining the school site, including the grounds and outdoor areas.
- Supporting and promoting Health and Safety across the site.
- Ensuring the security of the school premises.
- Managing and overseeing vehicle movements and parking on site.
- Supporting school lettings, including preparing and securing facilities.
- Providing portage services, including moving equipment and furniture as required.
- Carrying out general maintenance and minor repairs around the school site.
- Responding to day-to-day site issues and ensuring the premises remain safe, clean and well maintained.

Residential Accommodation

This is a residential caretaker position for which school-provided residential accommodation is available at preferential rental rates.

The successful candidate will be employed and will commence the role from their agreed start date. However, occupation of the residential accommodation is conditional upon the successful completion of the employee's 12-week probationary period.

The employee will not be provided with keys to, or permitted to occupy, the residential accommodation during the probationary period. The accommodation will only be made available following written confirmation from the school that the employee has successfully completed their probationary period.

Upon successful completion of probation, the employee will be provided with the keys and arrangements will be made for occupation of the designated accommodation. Occupation will be subject to the employee entering into and complying with the school's separate residential accommodation agreement.

The provision of residential accommodation is directly linked to the employee's continued employment in the residential caretaker role. If the employee's employment ends during the probationary period, no entitlement to occupy the accommodation will arise.

The school reserves the right to determine the date on which the accommodation is made available following successful completion of probation, taking into account any necessary administrative, health and safety, safeguarding or operational requirements.

Full job description available on our website www.queens.herts.sch.uk

Applications to the Headteacher, Jonathan Morrell, to include school application form, covering letter and full contact details of two referees applications@queens.herts.sch.uk

You must complete all parts of the application form. CV's are not accepted.

In accordance with DfE Keeping Children Safe in Education, an online search will be completed on all shortlisted applicants prior to interview.

Queens' School is committed to being an equal opportunities employer. We insist on the equal treatment of all current and prospective colleagues and will never condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are exempted under the Rehabilitation of Offenders Act 1974. Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers. We are an Equal Opportunities employer.

Queens' School (Bushey) Ltd. is a Charitable Company limited by guarantee

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