



QUEENS' SCHOOL

Dare to be Great

Residential Caretaker

Job Title: Residential Caretaker	Salary: Scale H5
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The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understand of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

		Essential	Desirable
Education/Qualifications and Training	Health & Safety Qualifications (NEBOSH/IOSH, COSHH) or willingness to undergo training as required.		X
	Full UK Driving licence	X	
	Evidence of and commitment to continuing professional development		X
Knowledge Skills & Experience	Experience working in a caretaking, site, facilities or maintenance role		X
	Experience of opening and securing buildings		X
	Knowledge of health and safety legislation and safe working practices		X
	Understanding the ability to apply regulations (such as health & Safety, Fire and manual handling)	X	
	Highly skilled/experienced in caretaking, building and/or garden maintenance		X
	Fire safety or fire marshal training		X
	Experience of maintaining grounds (knowledge of sports surfaces an advantage)		X
	Previous experience of working in a school environment		X
	Knowledge and understanding of all issues relating to site management		X
	Ability to identify building defects and take appropriate action.		X

	Ability to organise, manage and work independently and as part of a team	X	
	The post holder must be able to meet the physical demands of the role	X	
	Ability to use computer control systems and undertake basic administrative tasks	X	
	Understanding of the accountability of the role	X	
Personal Characteristics	Ability to demonstrate sound balanced judgement with decisiveness, flexibility and integrity	X	
	Resilience, the ability to work under pressure and be able to meet deadlines	X	
	Good communication skills (including written and oral skills)	X	
	The ability to think strategically, creatively and to prioritise	X	
	The ability and motivation to constantly improve own practice and knowledge through self-evaluation and learning from others	X	
	The ability to support colleagues	X	
	Strong organisational skills and ability to meet deadlines	X	
	Personal resilience, energy and enthusiasm	X	
	To have a sense of humour and an ability to keep things in perspective	X	
Checks	Enhanced DBS, Clearance for Prohibition Check and Right to Work in the UK	X	

Queens' School is 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.

Signed	Date

September 2026