



**TAPESTRY
LEARNING
PARTNERSHIP**

JOB OPPORTUNITY

Caretaker

Queen Elizabeth's Grammar School, Ashbourne, Derbyshire

Permanent

37 hours per week, 52 weeks per year

Pay Scale 3: £25,917 - £26,322FTE

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At Tapestry Learning Partnership, we believe in the power of education to change lives. Formed in January 2026 through the merger of two strong trusts, QEGSMAT and Djanogly Learning Trust, we are building a future where every child succeeds and flourishes. Now, we are looking for a passionate and committed Caretaker to play a vital role in supporting this vision at Queen Elizabeth's Grammar School.

About the Role

Caretakers at Queen Elizabeth's Grammar School play a vital role in ensuring the school remains safe, secure, and well-maintained, providing an environment where students and staff can thrive. As key members of the site team, they support the day-to-day operations of the school by maintaining site security, carrying out general maintenance and minor repairs, overseeing cleaning standards, and handling deliveries and portage tasks. The role also includes supporting the smooth running of school activities by setting up rooms, monitoring building systems such as heating and alarms, and assisting with any operational needs that arise across the premises. Through their commitment, reliability, and practical skills, caretakers help create a positive, well-organised, and functional learning environment for the whole school community.

Who We're Looking For

We are looking for a highly motivated, reliable, and enthusiastic individual who takes pride in maintaining a safe, secure, and welcoming school environment. The ideal candidate will have practical, hands-on skills in general maintenance, basic repairs, and site upkeep, along with the ability to manage daily tasks independently and respond proactively to the needs of the school. Strong organisational skills, good communication, and a flexible approach to working patterns, absence cover are essential to supporting the smooth running of the site team. We are seeking someone who demonstrates a commitment to high standards, excellent attention to detail, and a positive, solution-focused attitude. Above all, the successful candidate will share our dedication to providing a safe, inclusive, and supportive environment for all students and staff, contributing to the wider ethos and values of Tapestry Learning Partnership.

About Queen Elizabeth's Grammar School

Queen Elizabeth's Grammar School is a highly regarded selective school set in the heart of Derbyshire. With a strong academic tradition and a clear focus on personal development, QEGS provides an inspiring and supportive environment in which pupils are encouraged to achieve their full potential.

The school's academic ambition goes hand in hand with a strong focus on care, character, and opportunity. With a supportive ethos and a track record of excellent results, it provides a stimulating learning environment that nurtures curiosity, resilience, and confidence. Students benefit from high-quality teaching, a wide range of enrichment activities, and a warm, inclusive community that values every individual.

Why Join Tapestry?

As part of our Trust, you'll benefit from:

- A supportive network of professionals who share your commitment to excellence
- High-quality professional development and career progression opportunities
- A caring, inclusive organisation that values staff wellbeing and work-life balance
- Access to a range of employee benefits designed to promote health and wellbeing

This is your chance to be part of something special. Help us shape the future and make a lasting impact.

Tapestry Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK. Further information about our commitment to Safeguarding can be found at: [Tapestry Learning Partnership](#)

Please be aware, the Trust may also consider performing an online presence check as part of their pre-employment checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore shortlisted applicants are required to declare all unspent cautions or convictions, and any adult cautions or convictions that are not protected (i.e. that are not filtered out) as defined by the rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call 01335 343685.

Further details about our school can be found on our website: <https://www.queenelizabeths.derbyshire.sch.uk/>

To apply for this position, please visit our careers page via our website: [Tapestry Learning Partnership](#)

Closing date for applications: Sunday 12th April 2026

Interview date: Thursday 16th April 2026

Potential Start date: ASAP

JOB DESCRIPTION

Post Title:	Caretaker
Reporting to:	Site Manager
Grade:	Pay Scale 3
Disclosure Level:	Child Workforce - Enhanced, Children's Barred List

Purpose of the Post

Maintain the security of the premises and its contents (including the operation of fire and burglar alarms and key-holder responsibilities), lighting, heating and cleaning of premises (including the maintenance and operation of plant), providing portorage, defined handyperson duties, and other duties arising from the use of premises

Key Duties and Responsibilities

The Caretaker will support the Site Manager in maintaining the security of the premises and its contents including the operation of fire and burglar alarms and key-holder responsibilities and maintenance of lighting and heating systems. The caretaker will also provide portorage and defined handyperson duties and other duties arising from the use of the premises. General Handyperson duties include routine development and maintenance, decorating, repairs and other tasks, which would not normally require the services of an outside contractor.

Site security, heating and Safety

- Maintain security of the premises together with its contents, attend to the Intruder Alarms where applicable, board up and make secure the building(s) following acts of vandalism;
- Attend to the heating of the premises and maintain the required temperatures, ensure boiler plant equipment is cleaned and maintained in accordance with the specification and report faults;
- Be available to attend in cases of emergency outside the working week, e.g. intruders, fire and flood, etc. in line with the Academy policy and procedures for emergency cover;
- Take reasonable care for the health and safety of themselves and others who may be affected by their activities and, where appropriate, to safeguard the health and safety of all persons under their control and guidance in accordance with the provision of Health and Safety legislation;
- Assist in all necessary testing and recording of fire alarms, water systems and emergency lighting for the purposes of ensuring statutory compliance.

Resources

- Record all deliveries and maintain the required information, replace consumable items and ensure that adequate supplies are maintained to meet the needs of the establishment and the cleaning contractors;

- Attend to the requirements of the hirers of the premises for the purpose of evening and weekend lettings; to be available to attend evening lettings as agreed during the week and at other times by agreement;
- Give adequate supervision and directive advice to contractors including cleaning staff in order to maintain high standards of cleaning, security, maintenance and janitorial duties; to maintain the required records of timesheets, attendance records etc;
- Provide and assist in dealing with matters concerning building maintenance, including internal decoration and basic plumbing and joinery work;
- Provide a range of “handy person” duties.

Porterage and Janitorial Provision

- Clean designated areas in the establishment and maintain high standards in these areas; maintain floor surfaces in accordance with the requirements of the school’s cleaning/janitorial specification;
- Ensure that all exterior hard surfaces including artificial/turfed areas are kept in a clean, tidy and safe condition – including the emptying of litter baskets, the cleaning of drains and gulley’s as required, and during the winter months, the salting, de-icing of hard surface areas and moving of snow to ensure access to the premises;
- Remove graffiti from internal and external surfaces immediately it is noticed;
- Assist with the cleaning of internal glass and windows where required;
- Clean, where applicable, overhead kitchen canopies and grease traps;
- Set out furniture, examination desks etc, as requested by the school;
- Carry out porterage duties as and when required by the school;
- Undertaking such other duties that are commensurate with the post as directed by the Site Manager or the Head of Establishment.

The post holder is expected to:

- Maintain strict confidentiality and adhere to data protection legislation and associated Trust policies at all times.
- Demonstrate a clear understanding of, and commitment to, safeguarding and child protection, maintaining an awareness of relevant procedures and responsibilities.
- Comply with the Trust’s Health and Safety Policy and ensure safe working practices in the performance of all duties.
- Uphold and promote the principles of the Trust’s Equal Opportunities Policy in all aspects of the role.
- Adhere to all other relevant Trust and school policies and procedures.
- Undertake any training and professional development necessary to effectively carry out the duties of the post.
- Perform any other reasonable duties commensurate with the level and responsibilities of the role, as required by the Trust.

Person Specification

Caretaker



Post requirements	Essential	Desirable	Evidence and Assessment
Qualifications			
Relevant maintenance or trade qualification		✓	Application form, certificates
Experience			
Previous Caretaker experience		✓	Application form, references
Experience of maintenance, handyman or trade duties		✓	Application form, references
Skills			
Ability to undertake minor repairs and maintenance including painting and decorating, joinery, plumbing and glazing	✓		Application form, references
Ability to undertake manual handling tasks such as portorage of furniture and deliveries	✓		Application form, references
Ability to undertake testing and log keeping to help ensure statutory compliances	✓		Application form, references
Knowledge			
Knowledge of health and safety legislation and good practice and how they apply in a school environment	✓		Application form, references
Personal Qualities			
Able to develop and maintain effective working relationships and work well in a team	✓		Application form, references
Willing to be flexible in relation to working hours	✓		Application form, references
Ability to act on own initiative, dealing with any unexpected problems that arise	✓		Application form, references
Hardworking, conscientious, motivated and enthusiastic	✓		Application form, references
Willing to develop through appropriate training opportunities	✓		Application form, references