



# Caretaker

## Queen Mary's High School

**Required as soon as possible**

**Permanent**

**37 hours per week, Full-Time**

**NJC Pay Scale, Grade 4 (SCP 6-11)**

# APPLICATION PACK

Queen Mary's High School  
Upper Forster Street  
Walsall  
West Midlands  
WS4 2AE

**Telephone:** 01922 721013

**Website:** [www.qmhs.org.uk](http://www.qmhs.org.uk)

**Email:** [qmarys@qmhs.merciantrust.org.uk](mailto:qmarys@qmhs.merciantrust.org.uk)

**Headteacher:** Mrs N Daniel

**Chair of Governors:** Mr T Normanton

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# WELCOME TO QUEEN MARY'S HIGH SCHOOL

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March 2026

Dear applicant,

**RE: Vacancy for the role of Caretaker**

I would like to thank you for taking the time to find out more about this important role at Queen Mary's High School.

We are a school community passionate about learning and in cultivating an exceptional educational environment in which our young people are enabled to be the very best version of themselves. Our school community is one in which our students are expertly equipped with not only knowledge and understanding but the skills, the attributes and expertise to achieve their ambitions, to fully realise their potential and to enjoy learning. Our ethos and values are demonstrated by the endeavour of all in our school community, who work together to ensure the highest standards of academic achievement, and to provide excellent pastoral care that supports, nurtures and empowers our students in achieving this excellence.

We are seeking to appoint a Caretaker to join our current estates team. The successful candidate should ideally have experience and skills to provide efficient and effective caretaking support to the school with responsibility for grounds maintenance, security of site and general appearance of buildings and surrounding areas.

The successful applicant will become part of a collaborative and supportive staff body, who share a vision to realise and achieve ambitious outcomes for every individual in our school. You will be joining a highly committed, experienced and expert pastoral team. We are not a school where one size fits all, we are a school in which diversity thrives, is encouraged and is celebrated. We are much more than the sum of our parts, growing exceptional talent in both our young people and in our staff.

If you are, like us passionate about having a positive impact on young people's lives, and excited by this opportunity to support exceptional young people, we warmly welcome your application.

If you would like to find out more about us and see how wonderful a place to work this is, please contact the school to arrange a visit. I very much look forward to hearing from you.

Nicola Daniel  
Headteacher

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## ABOUT US

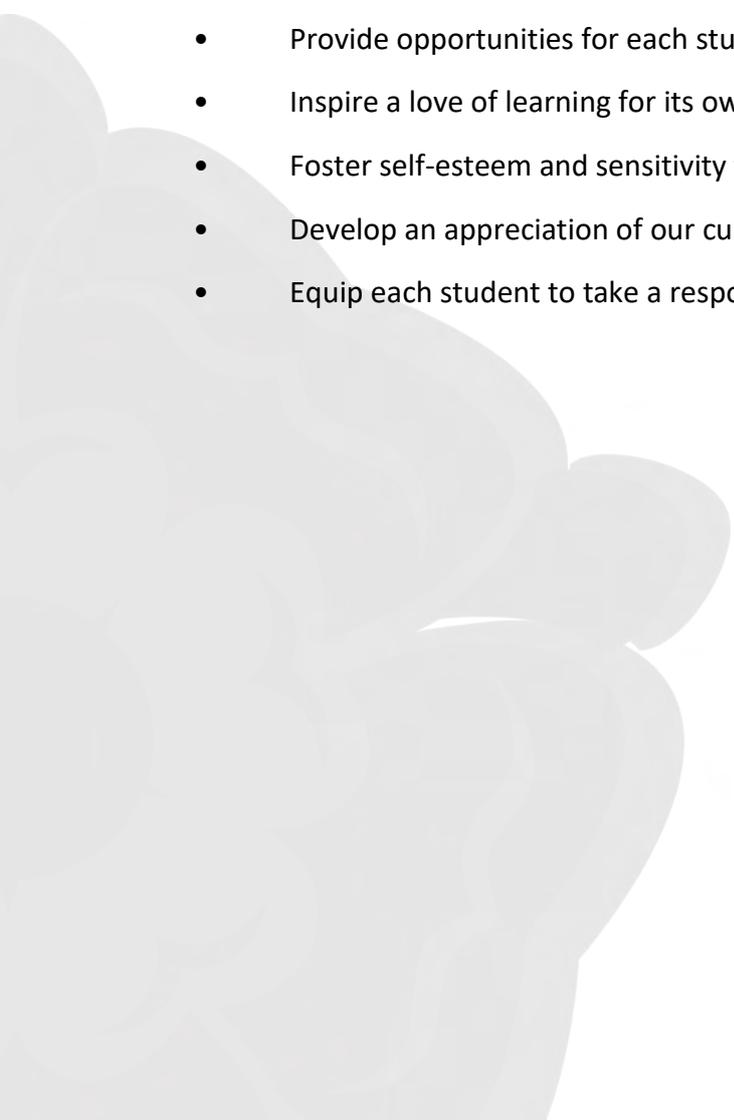
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Queen Mary's High School is built upon a well-established history of success, shaping exceptional young people for young adulthood. We are an academically selective, 11-18 girls' grammar school, co-educational in our sixth form provision. We have approximately 950 students on roll.

Since the school's successful bid for funding from the Selective Schools Expansion Fund (SSEF), it has been able to increase its PAN and to engage in outreach to the local community with the aim of increasing the number of local disadvantaged children being admitted to the school. This, together with the inclusion of a lower qualifying score for disadvantaged local children, has resulted in the average percentage of disadvantaged students admitted to the school in Years 7-9 being 29% with the aim of this rising to over 30% for the whole school over time.

Located in the heart of Walsall, Queen Mary's High School has been educating young women since it was founded in 1893. We are a busy, friendly and energetic school with a distinctive family-oriented ethos, a positive culture and an ambition for success. We draw our students from a wide area including Walsall, Birmingham, Wolverhampton, Sandwell and Staffordshire.

Our aim is to enable each student to achieve excellence in all aspects of their life. In order to achieve this, we seek to:

- Provide opportunities for each student to achieve the highest possible standards
  - Inspire a love of learning for its own sake
  - Foster self-esteem and sensitivity to the needs of others
  - Develop an appreciation of our cultural heritage
  - Equip each student to take a responsible place in society
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## THE TRUST

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The Mercian Trust's name is both rooted in history and indicative of a geographical identity and ambition.

It was in Mercia that St Chad established an association of small monasteries which fostered unity through bonds of kinship. The Trust intends, a thousand years later, to adopt the same spirit of kinship in our approach to a Multi-Academy Trust. The Trust recognises the unique history and achievements of constituent schools and academies that are part of the Mercian family.

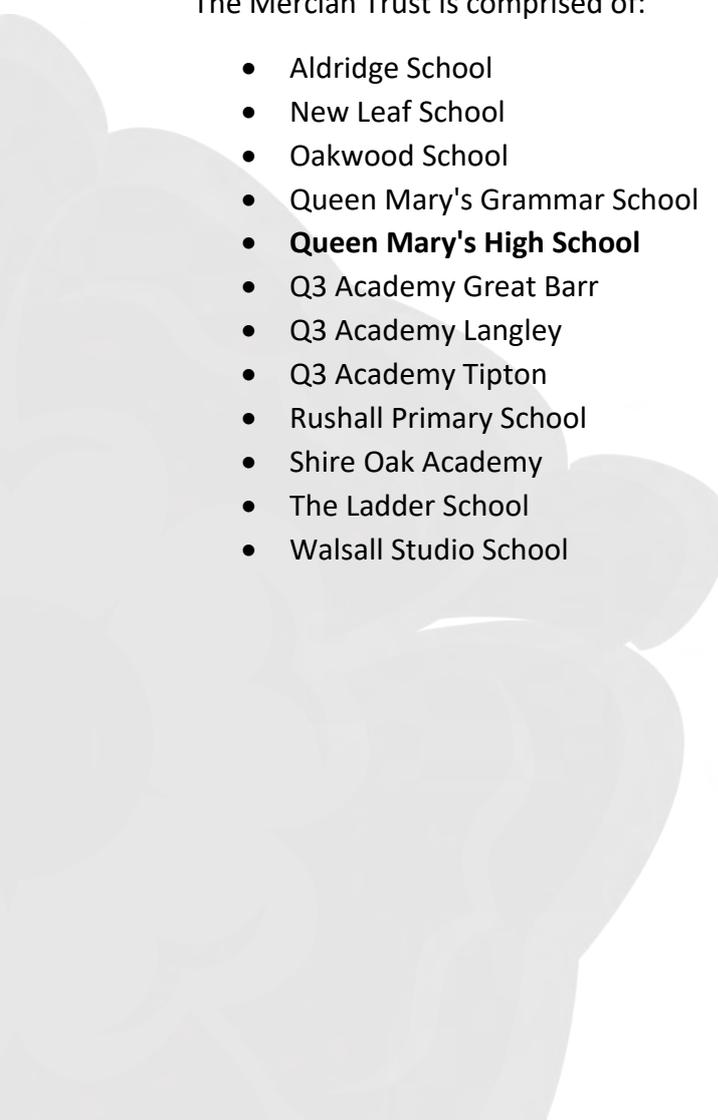
The Mercian Trust is a unique multi academy trust based in Walsall and Sandwell with selective grammar schools, 11- 16 and 11-18 comprehensive schools, a Studio School and The Ladder school, an Alternative Provision Free School.

Together our mantra is 'Life to the full in pursuit of what is good, right and true'.

We define this as equipping students to:

- Fulfil their potential
- Thrive in the world of work (when they leave our schools and sixth forms)
- Make a positive contribution to their families and the local, national and international community.

The Mercian Trust is comprised of:

- Aldridge School
  - New Leaf School
  - Oakwood School
  - Queen Mary's Grammar School
  - **Queen Mary's High School**
  - Q3 Academy Great Barr
  - Q3 Academy Langley
  - Q3 Academy Tipton
  - Rushall Primary School
  - Shire Oak Academy
  - The Ladder School
  - Walsall Studio School
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# THE ROLE: CARETAKER

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**Responsible to: Site Manager**

## **Job Purpose**

- To undertake tasks to ensure the maintenance, security and health and safety of the school site (including grounds, buildings, facilities and equipment), ensuring efficient and effective operation.
- Providing pupils, staff, and other premises users with a safe, clean and attractive learning environment in which to learn, work or otherwise use the school and its facilities, whilst ensuring that the school gives a positive first impression and complies with legislation and guidance as it relates to this post.

## **Key Accountabilities**

- To ensure that the buildings and school site are secure, particularly out of school hours, and to attend rapid response call-outs as required.
- To undertake basic maintenance of heating, lighting, plumbing, security systems and to ensure they operate safely and efficiently.
- To ensure that all allocated equipment, furniture and materials are stored safely and securely in order to prevent unauthorised access and potential accidents/misuse.
- To support school event set up, take down and movement of furniture/resources.
- To perform duties in line with health and safety requirements and take remedial action where hazards are identified.
- To report serious hazards to the Site Manager immediately.
- To assist in the monitoring of goods inwards and deliver to departments.
- To help to maintain the school grounds to ensure they are fit for purpose.
- To carry out any other duties as may from time to time be required by the Site Manager or Headteacher.

## **Security**

- To act as a main key holder, carrying out security procedures for the buildings and grounds, including the routine and non-routine opening of premises and grounds.
- To open up or close school buildings and site daily.
- Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar/fire alarm(s).
- To provide access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- To control access to the site where required, e.g. opening and closing of gates for visitors.
- To deal with enquiries from workers and contractors and, where appropriate, advising the Site Manager of their presence.

## **Caretaking and Maintenance**

- To prioritise and implement delegated workload from a set schedule.
- To carry out first line repairs and maintenance which are not beyond the scope and capability of the post holder including: -

- Plumbing work, e.g. repairing a leaking toilet flush system, simple installation work, etc
- Painting and decorating work to the school site
- Assembling furniture or equipment
- Small plastering work, making good/ and or painting damaged walls
- Glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external
- To carry out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.

### **Porterage**

- To perform all porterage duties according to the schools needs as required, including receiving and distributing deliveries to all the departments of the school.
- To collect and dispose of all rubbish to the appropriate containers.
- To move furniture and equipment for the school, including exam desks and chairs.

### **Health and Safety**

- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace, and to carry out the necessary daily, weekly and monthly Site checks in accordance with the Site Inspection Records Register.
- To support emergency evacuation of buildings.
- To note and report as necessary on matters affecting the health and safety of persons on the site.
- To ensure any contractors working on site are aware of the sites Health and Safety rules and requirements.
- To assist the Site Manager in the management of legionella (training given).
- To test portable electrical equipment (training given).
- To assist the Site Manager in ensuring the Site is safe and fit for purpose.

### **Grounds Maintenance / Cleaning and School Appearance**

- To carry out regular checks of the guttering, drains & gullies and clean where possible.
- To empty all internal communal recycling bins and external rubbish bins as necessary.
- To clean & wash all bins regularly.
- To make safe any hazards and ensure that the area is cordoned off and reported to the Site Manager.
- To carry out daily checks to ensure all litter is collected from the school site.
- To ensure that clear passage is maintained on fire escape routes.

### **Plant and Utilities**

- To operate the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available.
- To ensure that all lights, emergency lights and heating equipment within the school are working effectively.
- To read gas, electric and water meters as required by the Site Manager.
- To be aware of the location of all the emergency shut off locations for water, gas & electricity.
- To ensure that all plant rooms are tidy and that no flammable material is stored there.

## **General**

- To act as a School First Aider.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

## **Review and Amendment**

- This job description should be seen as enabling rather than restrictive and will be subject to regular review. The Headteacher may ask you to undertake any additional responsibilities that may be deemed reasonable.

## PERSON SPECIFICATION

| EDUCATION AND QUALIFICATIONS   | ESSENTIAL | DESIRABLE | EVIDENCE |
|--|-----------|-----------|----------|
| A*-C grade in English and Maths at GCSE Level or equivalent.                                       | ✓         |           | A/C      |
| Willing to learn new skills, acquire further knowledge and undertake further training/development. | ✓         |           | A/I      |

| KNOWLEDGE, SKILLS AND EXPERIENCE  | ESSENTIAL | DESIRABLE | EVIDENCE |
|---|-----------|-----------|----------|
| Experience in a similar role in a school setting.   |           | ✓         | A/I      |
| Knowledge of Health & Safety, Hygiene and Security procedures.  |           | ✓         | A/I      |
| Possess strong problem-solving skills.  | ✓         |           | A/I      |
| Possess strong organisational skills with the ability to prioritise, meet all deadlines and remain calm under pressure. | ✓         |           | A/I      |
| Possess strong communication and interpersonal skills.  | ✓         |           | A/I      |
| Be self-motivated, hardworking, reliable and flexible in their approach.  | ✓         |           | A/I      |
| Embrace new technologies and ideas that enhance and improve tasks.  | ✓         |           | A/I      |
| Ability to work as part of an effective team showing enthusiasm, adaptability & flexibility.                            | ✓         |           | A/I      |
| Ability to take responsibility for self and be accountable for own actions.   | ✓         |           | A/I      |
| To be able to work on one's own initiative and manage own workload.   | ✓         |           | A/I      |

| VALUES AND ATTRIBUTES   | ESSENTIAL | DESIRABLE | EVIDENCE |
|---|-----------|-----------|----------|
| A commitment to the values, vision, and wider ethos of Queen Mary's High School.                        | ✓         |           | A/I      |
| Knowledge and understanding of safeguarding within a school setting.                                    | ✓         |           | A/I      |
| Commitment to safeguarding and promoting welfare of students.   | ✓         |           | A/I      |
| Excellent punctuality and attendance.   | ✓         |           | A/I      |
| A clear sense of responsibility for own professional learning and development.                          | ✓         |           | A/I      |
| A willingness to develop expertise and undertake training programmes to support this.                   | ✓         |           | A/I      |
| Commitment to Equality, Diversity and Inclusion and the principles and practice of equal opportunities. | ✓         |           | A/I      |
| Commitment to caring for individuals.   | ✓         |           | A/I      |

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## SAFEGUARDING AND SAFER RECRUITMENT

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- Queen Mary's High School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act and expects all staff and volunteers to share this commitment.
- You are required to:
  - Uphold the school's policy in respect of child protection and safeguarding matters.
  - Have commitment to the school's equality policy.
  - Ensure any extra-curricular activities will be free from partisan, political and religious view (where political issues are discussed, a balanced view is always presented).

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## HEALTH AND SAFETY

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The Law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Carry out their work and duties in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

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## OUR OFFER

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- A superb staff team committed to doing their absolute best for all in our school community.
- Support from our Trust central teams and other schools in our Trust to ensure you have the tools to deliver success (our schools are all located close to one another, and we work better when we are working together).
- A wealth of support for your ongoing continuing professional development, including a Trust-wide programme for teachers at all career stages, including an exceptional Early Career Teacher programme drawing on expertise from across the Mercian Trust.
- We offer a range of benefits to support our staff wellbeing including access to the school fitness suite and a cycle to work scheme.
- There is never a dull moment; we never stand still, every day offers new challenges and opportunities within an ambitious, forward-thinking team.

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## KEY INFORMATION – HOW TO APPLY

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|----------------------------|---|
| <b>Post</b>                | Caretaker   |
| <b>Responsible to</b>      | Site Manager  |
| <b>Contract and Salary</b> | <p>This is a full-time, permanent position working 37 hours per week.</p> <p>Monday to Thursday: 06:30 – 14:30<br/>Friday: 06:30 – 14:00<br/>(with a 30min lunch break)</p> <p>NJC Pay Scale, Grade 4 (SCP 6-11)<br/><b>Actual Salary: £25,989 - £28,142 per annum</b><br/>(pending 2026/27 pay award)</p>  |
| <b>Closing Date</b>        | Tuesday 21 <sup>st</sup> April 2026   |
| <b>Interview Date</b>      | Wednesday 29 <sup>th</sup> April 2026   |
| <b>Start Date</b>          | As soon as possible   |
| <b>How to apply</b>        | <p>Complete the Mercian Trust online application form and include a supporting statement no longer than 2 sides of A4 outlining how your recent and relevant experience and expertise match the requirements of the role and how the impact you have had in your career to date is an appropriate foundation for you to undertake this role.</p> <p>Should you have any other questions regarding the role, please contact Miss Tomkinson, Headteacher's PA, via <a href="mailto:m.tomkinson@gmhs.merciantrust.org.uk">m.tomkinson@gmhs.merciantrust.org.uk</a></p> |