



QUEENS' SCHOOL

Dare to be Great

Estates Assistant

Closing date: Monday 3rd March 2025

Grade: Scale H4, £26,103

Hours of work: 39½ hrs per week, Full time
60 minute lunch break

Main Responsibilities: The maintenance of the school site including grounds; Health and Safety; security of the site and Porterage.

We are looking for a reliable, enthusiastic Estates Assistant to join our hardworking Estates team. The work is varied with general maintenance of a school site. Full details of the role can be found in the job description.

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.

The vacancy closes at 12 pm on Monday 3rd March; however, early application is advised as we reserve the right to close the advert early should suitable applicants be found.

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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