



Wimbledon College

EDGE HILL
LONDON SW19 4NS

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Dear Applicant

Thank you for expressing an interest in the post of Deputy Site Supervisor at Wimbledon College.

Wimbledon College is Roman Catholic Comprehensive School for 1250 boys.

The information contained within the pack will give you some idea of what Wimbledon College is like.

Purpose of the Job

The Post Holder will deputise in the absence of the Site Supervisor and assist in the day to day running of the school premises related services, and the effective and efficient management of and in accordance with control designated resources. The Site Supervisor reports to the Facilities Manager, who has overall responsibility for the premises and fabric of the school buildings. The Post holder will form part of the site team.

The person specification provides applicants with the outline of the various skills, experiences and knowledge we hope short listed candidates will have.

To support your application, please take each of the criteria in the order they are listed and under each heading show how your own knowledge and experience, skills and personal qualifications fit you for the job.

The successful candidate will be the person who meets the criteria most fully. Where necessary we will provide staff development and support.

Although not mentioned in the criteria, a good sense of humour will be important and very welcomed, in this sometimes-challenging role. We welcome both female and male applicants from all sections of the community.

The closing date for applications is 28th March 2025 at 12 noon

[We reserve the right to close these vacancies early if we receive sufficient applications for the role]



*A Jesuit school founded in 1892
for improvement in living and learning
to the greater glory of God and the common good*



Wimbledon College

Deputy Site Supervisor

Post: Deputy Site Supervisor
Contract: One year initially (subject to 6 months' probation)
Salary: NJC Scale 5, fixed point 14 [Outer London]
Hours: 52 weeks of the year for 35 hours per week. 26 days annual leave.
Line Manager: Facilities Manager, (Report to the Site Supervisor, on day to day matters)
Location: Wimbledon College, Edge Hill, London SW19 4NS and Wimbledon College Playing Fields, Coombe Lane, London, SW20 0RG

Main purpose of post

To assist the Site Supervisor and deputise in his absence, with the day-to-day operation and maintenance of school buildings, playing surfaces and landscape to an exceptionally high standard. To provide site security, cleanliness and a safe working environment at Main School Site and Wimbledon College Playing fields.

Working environment

Your working environment will be indoors and outdoors in all weathers, at Edge Hill and Coombe Lane sites.

Job Description

1. Cover for the Site Supervisor in his absence, supervision of the site team, covering the pool attendant's duties (training will be given) and managing contractors working on site.
2. Security of the school buildings and grounds. Attend call outs outside of normal working hours.
3. Maintenance tasks: Repairs of fittings, furniture and buildings to include renewal/replacement where appropriate. Carrying out general carpentry or plumbing, painting and decorating, with an appreciation of electrical work safety. Re-glazing and supervision of various service and maintenance contracts.

4. Assist with the management of contractors and subcontractors visiting the site ensuring that they complete work to a high standard, adhere to safe working practices, complete all required forms and provide all required reports, are aware of all safety and relevant matters, and that their presence is consistent with safeguarding requirements and obligations, providing supervision and/or chaperoning as necessary.
5. To maintain appropriate planned preventative and reactive maintenance and compliance records, in hard copy and/or electronically, collecting from contractors and sub-contractors as necessary, and to be fully aware of the substance of any such records and to actively implement or action any recommendations or matters arising.
6. Assisting with the effective operation of heating plant for the school and in the absence of the Site Supervisor.
7. Cleaning of designated areas and external hard surface areas within the grounds and general care of the site. Including the safe cleaning of spillages, including body fluids during school hours and or holidays.
8. General portage duties, including deliveries, the movement of furniture and equipment within the school, as required.
9. Attend to grounds maintenance on the main school site, including carrying out maintenance of the all-weather pitches and grass surrounds.
10. Oversight of sports equipment, cricket nets, rugby posts etc maintenance, erection and dismantling alongside the head of PE, liaising with relevant external contractors.
11. Assist the Site supervisor with checking, cleaning, servicing, refuelling and repairs to school mini buses.
12. Attend site to provide access and supervision of lettings.
13. Complete daily pool checks of the swimming pool and monitoring, when the pool assistant is on annual leave (weekdays and some Saturday cover). Following the instructions provided in training courses. This includes additional pool checks required during the course of the day, which is covered by the site team.
14. Assist the Site Supervisor in reporting on the performance and standards of the cleaning contractor.

ADDITIONAL INFORMATION

1. Comply with policies and procedures covering safeguarding, health, safety, confidentiality and data security. Reporting any concerns to an appropriate person.
2. To cover duties for absent colleagues, within reason as requested by Line Manager.
3. To attend and participate in meetings as required.
4. To contribute to the overall planning, development, ethos, work, aims and organisation of support service to the school.

5. To actively seek training, other learning activities and performance development as required.
6. To present a positive personal image, contributing to a welcoming environment which supports equal opportunities for all, treating all users of the school with courtesy and respect
7. To recognise own strengths and areas of expertise and use these to train, advise and support others.
8. All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, in pursuance of raising pupil achievement and effective team working.
9. All staff are expected to be a good role model to young people demonstrate and promote positive values, attitudes and behaviour.
10. Undertaking such other appropriate duties as the Headteacher may assign from time-to-time, in order to maintain the effective and efficient day-to-day operations of the premises.

Hours are worked by pre planned agreement with line manager. These hours may include early/late or split shifts. Regular hours/days worked may be subject to change and may or may not include lettings. Hours allow for one-hour unpaid lunch/tea/dinner break when shift is over 6 hours in duration. An enhancement is payable for Sunday working at time worked plus half. The post holder will be expected to work extended days in busy seasons with time off in lieu. Attendance at evening meetings and events may be required.

Person Specification Deputy Site Supervisor will have the following skills:

Knowledge & Experience	Essential/Desirable	How demonstrated
Have good interpersonal skills and be able to manage other staff effectively and supportively in the absence of the Site Supervisor.	Essential	Application form/references/interview
Have a good understanding of the implementation of Health and Safety procedures and regulations	Essential	Application form/interview
Understanding of maintaining security in public buildings	Desirable	Application form/interview
Prior experience identifying and carrying out repairs using hand tools	Essential	Application form/references/interview
Skills		
Have experience in maintenance, including skills in general repairs, plumbing, decorating or general carpentry and a knowledge of heating controls	Essential	Application form/references/interview
Have the necessary IT skills to enable him/her to perform the responsibilities of the post efficiently (emails & order forms, etc.)	Essential	Application form/interview
Have a clean driving licence.	Essential	
Ability to perform the physical tasks required by the post, including lifting, carrying and pushing various equipment to undertake the duties of the post.	Essential	Application form/references
Be able to communicate well both verbally and in writing.	Essential	Application form/interview
Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload	Essential	Application form/interview
Personal Qualities		
Have the ability to work well as part of a team and under instruction, to be proactive and have a "can do" attitude	Essential	Application form/interview
Have a good attendance record	Essential	Application form/references
Have flexibility in hours to accommodate the needs of the school. To include working evening shifts, early morning pool checks and monitoring, Saturday morning cover for the pool and cover the Saturday caretaker	<i>Essential</i>	<i>Application form/interview</i>
Be able to display total honesty, integrity and reliability	Essential	Application form/interview
Willingness to undertake training	Essential	Application form/interview

Wimbledon College is an Equal Opportunities employer and welcomes applications from all sections of the community.

DUTIES and Responsibilities

1. Security of Site and Premises

- 1.1. Taking appropriate action to prevent or respond to trespassers, including informing the Headmaster/Deputy Head, Site Supervisor, Facilities Manager or police, as appropriate, of the presence of unauthorised intruders on the school site and of any damage to or theft from the school premises or grounds.
- 1.2. Opening all the gates and doors to the school premises at an appropriate time prior to the start of each day, deactivating intruder alarm systems; checking that the premises have not been disturbed or damaged; switching on lights where necessary.
- 1.3. In liaison with cleaning services staff and security officer, securing the school premises at the end of each day. Checking the premises to ensure that all occupants have vacated the site; ensuring that all windows are closed and locked, that all unnecessary lights and electrical equipment are switched off; locking all secure areas, activating intruder alarm systems, external doors and gates, ensuring the safe keeping of all keys to the premises.
- 1.4. In the absence of the Site Supervisor or Facilities Manager, providing access to the school for authorised personnel or appropriate emergency services outside the normal hours of opening, including access in the event of flood, fire, burglary, accident or similar emergencies.

2. Maintenance

- 2.1. Undertake work from a wide range of maintenance activities, as directed by the Site Supervisor.
- 2.2. Carrying out renewals and replacements to property, fixtures, fittings furniture and equipment, in order to maintain them in an operational condition, under the direction of the Site Supervisor.
- 2.3. Cleaning, checking and replacing diffusers, shades, light bulbs, tubes, switches, sockets, plugs etc., undertaking repairs/replacements.
- 2.4. Carry out and arrange routine procedures, on a regular basis, for the inspection, testing and minor servicing of ancillary equipment e.g. pumps, batteries, portable and fixed heaters, fire and burglar alarm systems including emergency lighting and firefighting equipment, to ensure that they are in an operational condition, taking remedial action, where appropriate (periodics). To also include, assisting the Site Supervisor with the up keep of records for the School Termly Inspection and Workplace Safety Inspection.
- 2.5. Ensuring that all gutters (on low level roofs), drains and gullies are free flowing and clean, clearing any blockages.
- 2.6. Erecting temporary fencing and undertaking repairs to existing fencing, as necessary.
- 2.7. Assist the Site Supervisor on the fault reporting software to record and update action
- 2.8. Plumbing, carry out repair to leaks, blockages and repairs to fittings.

- 2.9. Re-glazing of windows. Painting and decorating - make good areas of damage and match to existing paintwork, as directed by the Site Supervisor.

3. Heating and Mechanical Services

- 3.1. Have an understanding of boiler house and heating equipment, with the ability to express first line description of faults; ensuring that routine maintenance is undertaken as necessary and appropriate.
- 3.2. Maintaining required temperatures/timings in the school premises and ensuring an adequate supply of hot water through the proper operation of the heating plant.
- 3.3. Monitoring all fuel and water supplies for energy conservation purposes.

4. Cleaning and Care of Premises and Grounds

- 4.1. Ensuring that all hard covered areas and paths on the school site are swept, free from litter and the excessive accumulation of dirt or leaves. Emptying and cleaning, on a daily basis, all litter bins.
- 4.2. Assembling dustbins for the disposal of refuse/recycling as appropriate; disposing of other refuse by appropriate means.
- 4.3. To ensure that all hard surface areas are free from weeds.
- 4.4. Carrying out emergency cleaning measures, as necessary, following storms, floods, break-ins, vandalism, spillages, toilets and urinal overflows and sickness on the part of pupils etc., including the removal of graffiti from walls, furniture and fittings, using protective equipment.
- 4.5. Clearing snow/ice from paths, as necessary to provide safe pedestrian access to the school site and between buildings, including the spreading of rock salt, as appropriate ensuring adequate supplies.
- 4.6. Cleaning of low level windows.

5. Porterage and General Duties

- 5.1. Removing, laying out, stacking and transporting furniture and equipment within the school, as required, including preparations for and clearing up after activities taking place outside normal school hours, such as parents' meetings, exams and activities for pupils.
- 5.2. Receiving, checking, storing and distributing within the school all stores, materials and other goods and making appropriate arrangements for the despatch or collection of goods from the school.
- 5.3. Assist the Site Supervisor, in a proper supply of appropriate cleaning materials and toilet requisites including refuse sacks and bins, and ordering replacements. Receiving, checking, storing and distributing within the school all stores, materials and other goods and making appropriate arrangements for the despatch or collection of goods from the school.
- 5.4. Attending such appropriate training courses, in connection with caretaking, maintenance, swimming pool and cleaning matters, as may be required from time to time, to ensure that a satisfactory level of performance and an up-to-date knowledge of methods and materials are maintained.

- 5.5. Ensuring that all cleaning, caretaking and maintenance activities are undertaken in accordance with general and specified health and safety requirements.

6. School Mini Bus

- 6.1. Assist the Site Supervisor with undertaking all necessary cleaning and minor repairs to the vehicle.
- 6.2. Monitoring damage and reporting to the Site Supervisor/Facilities Manager immediately after relevant user returns the vehicle.
- 6.3. Assist the Site Supervisor with arranging servicing, MOT and repair work as necessary.
- 6.4. Assist with ensuring the minibus is fuelled and ready for use at all times.
- 6.5. Drive the minibus for school business on occasions.

Lettings/Hire of the School Premises

- 6.6. Attend the site, providing access to users; make provision for heat, lighting and furniture relocation. Respond to the maintenance and supply needs of the users during lettings. On completion to clean the premises, relocate furniture and equipment and secure the premises.

7. Swimming Pool

- 7.1. Assist with, and cover annual leave for the Pool Attendant, monitoring and maintaining the correct chemical balance of the pool.
- 7.2. Assist with keeping the swimming pool area clean and tidy.
- 7.3. Assist with keeping the pool bed clean by either manual or mechanical means.
- 7.4. Assist with ordering and storing such chemicals so as to ensure that the pool is operative at all times.
- 7.5. Ensuring, as far as is possible, that those hiring the pool adhere to the school's 'normal operating procedures'.

8. Contract Cleaning

- 8.1. Assist the site Supervisor/facilities manager in reporting on the performance and standards achieved by contracted cleaning staff, on behalf of the School to ensure the achievement and maintenance of satisfactory standards and compliance with the Contract requirements.
- 8.2. Assist the site supervisor on cleaning matters and refer difficulties or failings, such as poor performance, non-compliance with specifications and failure to maintain adequate staffing levels. Assist the Site Supervisor with signing off areas that have been cleaned and supervise periodic deep cleaning.

9. Grounds Maintenance

- 9.1. Oversight of external contractors, alongside Head of PE to ensure all pitches are set up for matches, liaising with head of Rugby, football and Cricket.
- 9.2. Assist in planning the maintenance contracts and renovation of the playing fields, 3G pitch and Cricket nets/square and pitches.
- 9.3. Arranging and monitoring contracts for painting and maintaining all posts, nets, corner flags etc (Rugby, Football and Cricket)

- 9.4. Arrange for erection and dismantling of rugby posts and other sports equipment; including moving to storage at end of season.
- 9.5. Arranging for external contractors to care for playing surfaces i.e. seeding, fertilizing, watering, spiking, mowing and pitch repairs.
- 9.6. Where relevant, arranging access and attending to grounds maintenance contractors working on both school sites.
- 9.7. Arranging and monitoring maintenance contracts for hedges and borders at Coombe Lane.
- 9.8. Carrying out maintenance, on main school site, all-weather pitches, mowing of grass surrounds and assist with cricket nets maintenance.
- 9.9. The safe use and operation of equipment and machinery used in grounds maintenance, such as ride on mowers, hand mower, leaf blowers, rollers and all other machinery associated with grounds maintenance on main school site.
- 9.10. Perform routine preventative maintenance, cleaning, inspections and basic repairs on mowing decks and accompanying equipment to ensure safe and efficient operation.
- 9.11. Use of chemicals, pesticides, etc in accordance with the codes of practice where allowed.

10 Cover and Out of Hours Work

- 10.1 To work to rotas and/or shifts as necessary and, from time to time, agreed weekend and evening work will be necessary.
- 10.2 To provide and organise adequate cover of the school, premises and site during the school day and out of hours where necessary or appropriate.
- 10.3 Rest breaks at work. Normally staff take a 20 minute tea break plus 40 minutes for a lunch break. These breaks are not paid – as per employment contract.
- 10.4 There is no additional breaks/time off for smoking. Employees, smoking during tea/lunch breaks should do so as discreetly as possible, replacing or make not visible any clothing or identification that associates them with the school. In any case smoking must not take place on, or in, or visible to the school site. All school property and vehicles are deemed to be smoke-free.
- 10.5 To respond to out of hours or emergency 'call outs' to the school, as necessary or appropriate. Time off in Lieu may be taken for emergency cover, overtime is not payable.
- 10.6 To ensure that the premises are prepared and available for use out of hours, for example for open events, parents' evenings, school performances and/or for private or community lettings.
- 10.7 To ensure that the school, site and premises are rearranged after any out of hours' events ready for the next school day.

11 Health and Safety

- 11.1 Implementing the school's health and safety policy.
- 11.2 Advising the Site Supervisor/Facilities Manager on matters of health and safety as appropriate.
- 11.3 To be fully aware of the substance of and to contribute to the planning and implementation of emergency evacuation and/or lockdown procedures.
- 11.4 Being aware of the health and safety needs of those on site – pupils, staff, visitors, and external contractors.