



Wimbledon College

Job Title: Caretaker

Salary: Scale 3/4, Scale Point 5-10

Hours: Full time, 35 hours per week, 52 weeks per year (5 days a week, including weekend shifts)

Location: Wimbledon College Edge Hill and Wimbledon College Playing Fields [Coombe Lane]

Responsible to: Site Supervisor/Deputy (day-to-day matters)

Line Manager: Facilities Manager

Main Purpose of Post

- Assist with the day-to-day operation of site security and cleanliness of the buildings and grounds to provide a safe working environment.
- Ensure the security of the school buildings and grounds.
- Maintain and repair fittings, furniture, equipment, and buildings, including renewal/replacement where appropriate.
- Monitor health and safety.
- Clean designated areas and external hard surface areas; provide general care of the site.
- Undertake general portering duties, including the movement of furniture and equipment.
- Attend the site to provide access and supervision for lettings.
- Supervise cleaning staff, apprentice site staff, and contractors where appropriate.

Duties and responsibilities

1. Security of Site and Premises
 - Prevent/respond to trespassers; promptly report incidents to the Headteacher, Deputy Head, or police.
 - Open all gates and doors before the start of each day; deactivate alarms and check for disturbances/damage.
 - Secure premises at the end of each day with cleaning staff: check for occupants, lock windows/doors, switch off unnecessary lights/equipment, activate alarms, and safeguard keys.
 - Provide access for authorised personnel or emergency services outside normal hours as needed.
 - Program electronic door entry systems.
 - Support efficient energy use; report heat loss or unnecessary energy use, and provide monthly utility meter readings.

2. H&S monitoring records
 - Weekly Legionella flushing and record keeping.
 - Fire safety: weekly/monthly checks on call points, emergency lighting, and door checks; record keeping; assist with fire drills.
 - Ensure contractors read/sign asbestos register.
 - Assist with swimming pool operation and monitoring.
 - Perform duties in line with H&S regulations (COSHH); report hazards.
3. Maintenance, Repairs and Decoration
 - Inspect, test, and minor servicing of equipment (e.g., pumps, heaters, alarms, emergency lighting).
 - Carry out minor repairs/replacements to property, fixtures, fittings, furniture, and equipment.
 - Clean/check/replace bulbs, diffusers, switches, etc.
 - Ensure gutters, drains, and gullies are clean/free-flowing.
 - Erect/repair temporary fencing as needed.
 - Undertake minor redecoration and maintenance as agreed with the line manager.
4. Cleaning and Care of Premises and Grounds
 - Ensure hard areas/paths are clean and free from litter, weeds, dirt, and leaves (including daily litter picking).
 - Move dustbins and dispose of refuse appropriately.
 - Check and clean school minibuses.
 - Carry out emergency cleaning (e.g., after storms, floods, vandalism, spillages, sickness, graffiti removal).
 - Clear snow/ice and spread rock salt as needed for safety.
5. Porterage and General Duties
 - Move/arrange furniture and equipment as required, including for out-of-hours events.
 - Ensure a proper supply of cleaning materials and requisites; receive/store/distribute goods.
 - Check toilets during the day; carry out emergency cleaning; report issues; replenish supplies.
6. Lettings
 - Attend site for lettings: provide access, set up heating/lighting/furniture, clean and secure premises after use.
7. Supporting the School
 - Attend relevant training and actively seek learning opportunities.
 - Participate in meetings and performance appraisal.
 - Present a positive personal image and contribute to a welcoming, inclusive environment.
 - Comply with all school policies and procedures, including safeguarding, health and safety, Prevent, and data security.
 - Promote the health and safety of pupils, staff, visitors, and user groups at all times.
 - Maintain confidentiality regarding school matters.
 - Undertake other tasks as directed to support the effective day-to-day operation of the premises.

Note:

Hours are by pre-planned agreement and may include early/late or split shifts, and may change depending on lettings or school needs. A one-hour unpaid break is included when the shift exceeds 6 hours. An enhancement is payable for Sunday working (time worked plus half). Extended hours may be required in busy periods (with time off in lieu). Evening meetings/events attendance may be required.

Person Specification

Qualifications and Training

- Good standard of general education (GCSEs or equivalent in English and Maths desirable)
- Willingness to undertake training relevant to the role (e.g., Health & Safety, COSHH, legionella, fire safety)

Experience

- Experience of caretaking, site maintenance, or a similar role (desirable)
- Experience in basic building maintenance and cleaning
- Experience supervising cleaners or contractors (desirable)

Skills and Knowledge

- Understanding of health and safety requirements relevant to school premises
- Basic DIY, repair, and maintenance skills
- Ability to respond quickly and effectively to emergencies
- Good organisational and time management skills
- Ability to use email and basic IT systems for record keeping
- Knowledge of safeguarding procedures (desirable)

Personal Qualities

- Reliable and punctual
- Able to work independently and as part of a team
- Flexible and adaptable to the needs of the school
- High standards of personal presentation and integrity
- Commitment to confidentiality, safeguarding, and equality
- Positive attitude and willingness to learn