



# Wimbledon College



*125 Years of forming men for others*

**Caretaker** Salary: NJC Scale 3  
35 hours per week, 52 weeks per year

*Wimbledon College is committed to safeguarding and promoting the welfare of young people. The successful candidates will be subject to an enhanced DBS check.*

**'Wimbledon College is an outstanding school'**  
Diocesan Inspection July 2015



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

# Caretaker

The main purpose of this role is to assist with the day-to-day operation of site security and cleanliness of the buildings and grounds and provide a safe working environment.

## Job Specification Summary

- Security
- Maintenance of building and equipment
- Re-decoration and minor repair
- Health and safety monitoring
- Energy conservation
- Cleaning and Care of Premises and Grounds
- Porterage duties
- Supervision of lettings
- Supervision of visitors and contractors to site

## Person Specification

- Ability to undertake bending, lifting and stretching in the course of their duties e.g. minor maintenance work, painting and decorating, repairs to fixings, receiving deliveries of goods and equipment, moving and setting out and putting away of furniture
- Awareness of health and safety procedures and precautions
- Awareness of health and hygiene procedures
- Self-motivated
- Ability to work as part of a team, to be proactive and have a “can do” attitude.
- IT literate; Basic literacy and numeracy skills
- Able to manage periods of heavy and conflicting demands
- An ability to strike up rapid and friendly rapport with students, parents and staff, confident in a front-line role with cultural sensitivity, confidentiality, patience and perseverance
- Recognition of the importance of personal responsibility for data protection, safeguarding and Health and Safety
- Desire to enhance and develop skills through performance appraisal and training
- Willingness to work irregular hours.
- Supportive of the Jesuit ethos of the school