



CARETAKER (part-time, term-time only)
WIMBLEDON COMMON PREPARATORY SCHOOL



THE SCHOOL

Wimbledon Common Prep School (WCPS) is a preparatory school for 175 boys aged 4-7 years. We provide a well-structured education that aims to instill a love of learning in a friendly, welcoming and attractive environment.

The School was founded in 1919 as a preparatory school for King's College School (KCS) and other public schools. The premises were originally in Wimbledon High Street but in 1957 the then owner acquired the current building on the Ridgway, opposite King's, where the school is now situated in a lovely building with a large playground area surrounded by trees near Wimbledon Village and the Common. The School remained in the hands of the Turner family until June 2006 when it was purchased by King's. WCPS has an excellent reputation and feeds pupils through to King's and many other respected schools.

From September 2027, we look forward to welcoming girls and boys into the Reception year at WCPS, applying to join the school through the 2025-26 admissions cycle. By September 2029 WCPS will be a fully co-educational school. It is our belief that, as a co-educational community, we will enrich the educational experience of all our pupils and the preparation we offer them – when the time comes – for their lives in the world beyond school.

Girls have long played an integral role within the Corporation of King's, and it has been a longstanding ambition of the governors to extend co-education throughout the Corporation. This long-term aspiration has been given fresh impetus by the Corporation's recent acquisition of a new site on The Downs, located just a few minutes' walk from the school, where it is planned that a new, world-class junior school will be built.

As we look forward to welcoming girls as well as boys throughout the school over the coming years, we remain focused on offering an outstanding education for all our pupils.



THE ROLE

On a daily basis the Caretaker will be required to:

- Carry out daily site inspections and complete daily job check sheet
- Ensure that the Astro turf and staff car park are clear of leaves and litter
- Ensure that the Outdoor classroom is clean and clear of leaves and dirt
- Check and remove any wildlife excrement on premises, jet washing parts of the playground particularly under tree lined areas
- Check bins and ensure that any overflow or spillages have been cleared
- Patrol the road during drop offs and pick ups
- Unlock the side gate before early morning clubs begin, ensuring that there is a Sports Coach present
- Carry fruit and sandwiches to staffroom, and remove boxes after staff have unloaded the contents
- Move empty insulated lunch storage boxes to the car park before the incoming delivery of lunches each day
- Prepare the hall for lunch by putting out tables and transport in the incoming lunches (trolley provided) From time-to-time, lunches may need to be delivered to classrooms if the hall is in use for other events
- Set up hall benches each morning for assembly

- Feed the fish and water indoor plants, particularly during the holidays

On a weekly basis the Caretaker will be required to:

- Clean around the building and Orchard Hall, paying particular attention to sweeping the perimeter of each building
- Clear gutters and drains when needed
- Water and weed gardens, paying particular attention to the plant pots in the summer
- Change lightbulbs in lamps and batteries in clocks when needed (changing clocks time with changes)

On an ad-hoc basis the Caretaker will be required to:

- Assist with setting up Open mornings putting up banners, setting out chairs and tables where needed
- Setting up Orchard Hall for school workshops and other events
- Setting up and take down of equipment such as the performers platform in Orchard Hall for events such as class assemblies, Year 2 rehearsals and graduation, Christmas rehearsals and other performances
- Support, set up and take down sports day – being available to assist with sports day equipment with a van.



THE ROLE (continued)

- Put up gazebos during the summer months for shade
- Set up for parent's evening including chairs from the hall being placed in corridors
- Assist with setting up and carrying items for weekly coffee mornings
- Carry furniture and other heavy items as required
- Assemble new ordered furniture
- Jet wash outdoor patio area
- Escort visitors, contractors and guests as required
- Assisting the Friends of Squirrels (FOS) with moving items to and from the basement
- Assist FOS with set up and take down school fairs, remaining present during the fairs (over-time may be accrued)
- Assist FOS with set up and take down of bake sales and school uniform sales
- First Aid qualification or willingness to undertake training
- Ability to work well as part of a team
- A flexible and enthusiastic approach to work
- Ability to work without supervision and prioritise workload

TERMS & CONDITIONS

- Start date: as soon as possible
- Monday to Thursday, 8.00am - 5.00pm
- Term time only (34.4 weeks per year)
- Salary: £18,992 per annum (£31,455 FTE)

Person Specification:

- Previous experience working in a school, college, or similar educational setting desired but not essential
- A relevant maintenance/trade qualification (such as City & Guilds or an NVQ) is beneficial; however, we welcome applicants without this and can support gaining the qualification through the apprenticeship levy.
- Knowledge of fire safety procedures and compliance requirements



APPLICATION PROCESS

A completed application form in **Microsoft Word** format should be sent by email to recruitment@kcs.org.uk

Cover letter: Please use the cover letter section at the end of the application form to explain how your own skills and experiences match the person specification for this role. The cover letter is an opportunity for you to share with us how you are suited to this role, how your skills are transferable to the key requirements, and your relevant life experiences or interests.

Arrangements will be confirmed prior to interview, and further details provided.

Closing date: Monday 8th June 2026 at 9am

Interview date to be confirmed.

We welcome enquiries or questions regarding this position, including about adjustments to be made during the recruitment process: please contact recruitment@kcs.org.uk telephone the HR department, tel. 020 8255 5308 to find out more about the interview process.

Early applications will be welcomed - the interview process may be staged, and some interviews held in advance of the closing date if there is a large number of applicants for the role.

The school reserves the right to appoint at any stage in the process.

PLEASE NOTE:

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

Wimbledon Common Prep School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of an enhanced DBS disclosure, satisfactory references, medical clearance and proof of legal right to work in the UK.



SAFEGUARDING AT WCPS

As part of King's, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support and protection. Child protection forms part of the school's safeguarding responsibilities.

We follow the Merton Children's Safeguarding Partnership procedures and have several policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection & Safeguarding Policy. A copy of this policy is available on our school website: <https://www.kcs.org.uk/safeguarding-at-kings>. The purpose of this policy is to provide staff, volunteers, and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers about how we will safeguard their children whilst they are in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Those applying to work at King's will be required to undergo rigorous child protection screening; pre-employment checks include (as relevant to the role and individual):

- past employers (references will be requested for shortlisted candidates prior to interview in line with **Keeping Children Safe in Education**)
- the Disclosure and Barring Service (including a barred list check)
- a prohibition from teaching check
- a Section 128 check (prohibition from management or governance)
- identity checks
- right to work checks
- overseas checks
- verification of qualifications and/or professional status
- fitness to work checks

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.



INCLUSION AT WCPS

As part of King's, we are committed to creating an inclusive culture where every member of our community has the right to be known and respected as their authentic self, regardless of race, ethnicity, religion, gender, sexual orientation or disability. This inclusive approach will be genuinely upheld if day by day each of us helps to create a compassionate and supportive environment, one in which each individual feels valued, able to be themselves and are free from any form of intimidation. We do not accept any form of discrimination and will demonstrate this in our behaviours, in the way that we view and treat others and the way that we challenge inequality and discrimination as active and supportive bystanders and allies.

We recognise that discrimination, inequality and exclusion are an issue at all levels in society, and that all institutions must proactively strive to address these issues. To do this, all members of our community recognise that we are responsible for our words and actions. We understand that we are all on a journey and will learn from our mistakes. If conversations are uncomfortable, we will enter them with kindness and an open mind. We celebrate diversity and seek to learn from experiences and perspectives which are not our own. We call out behaviour which is unkind, discriminatory or disrespectful. We understand that all forms of

behaviour, whether in person, at school, or in the virtual world, should be compassionate and rooted in kindness, civility and respect. We appreciate that each member of our community has different circumstances and we endeavour to allocate the resources and opportunities needed to help everyone to thrive and feel a strong sense of belonging.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

Wimbledon Common Prep School
113 Ridgway, Wimbledon, London
SW19 4TA
Tel 020 8946 1001
www.wcps.org.uk