

Apprentice Caretaker Assistant

Wimbledon College, Edge Hill, London SW19 4NS



Wimbledon College is seeking a reliable and motivated individual to join our team as an Apprentice Caretaker Assistant. You will support the smooth running, safety, and maintenance of our historic school site while working toward a professional qualification.

Wage: £17,940 per year (£11.50 per hour). This is significantly above the National Minimum Wage rate for apprentices.

Training Course: Facilities services operative (level 2)

Hours: Monday to Friday, 9:00am–4:00pm (includes a one-hour unpaid break).

Working Week: 30 hours per week/52 weeks.

Duration: 12–18 months (Standard Level 2 duration).

Positions Available: 1.

Work

Most of your apprenticeship is spent working at Wimbledon College. You will learn on the job by getting hands-on experience under the direction of the Facilities Manager.

What you'll do at work

- **Security & Safety:** Assist with locking/unlocking buildings, conduct security patrols, and act as a Fire Marshall in emergencies.
 - **Maintenance:** Carry out minor repairs (carpentry, doors, windows), replace light bulbs, and report building defects.
 - **Grounds & Environment:** Maintain school grounds (grass cutting, pruning), clear litter, and perform snow clearing/salting during winter.
 - **Cleaning & Hygiene:** Monitor cleaning standards, restock toilet supplies, and respond promptly to biohazard or hygiene issues.
 - **Operations:** Support room setups for school activities and lettings, assist with deliveries, and move furniture/equipment as required.
 - **Compliance:** Work in line with school health and safety policies and maintain required logs and records.
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Where you'll work

Wimbledon College

Edge Hill

London

Training

Apprenticeships include time away from working for specialist training. You will study to gain professional knowledge and skills.

- **Training Provider:** GLP Training
- **Training Course:** Facilities Services Operative (Level 2).

What you'll learn

- **Health & Safety:** Complying with legislation (Health and Safety at Work Act 1974), using PPE, and identifying site hazards.
 - **Service Delivery:** Collaborating with colleagues, responding to customer queries, and maintaining communal areas to high standards.
 - **Technical Skills:** Understanding heating and hot water controls, carrying out premises inspections, and executing minor maintenance tasks.
 - **Professionalism:** Maintaining asset registers, following data protection protocols, and managing personal development plans.
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Requirements

Qualifications Required

- **Essential:** A good level of education with oral and written skills that ensure clear and accurate communication.
- **Desirable:** GCSE in English and Maths (Grade 4/C or above) is preferred to support the completion of the Level 2 qualification.

Skills

- Communication and organisation skills.
- Problem-solving skills and initiative.
- Team working and a friendly, courteous manner.
- Patience, physical fitness, and an "unflappable" attitude.

Other requirements

- **Safeguarding:** Successful candidates must complete an enhanced DBS check and adhere to "Keeping Children Safe in Education" policies.
 - **Ethos:** Applicants should have a general understanding of the aims of a Catholic school and support the school's distinctive Jesuit ethos.
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About this employer

Wimbledon College is a voluntary-aided Jesuit secondary school for boys aged 11–18. We offer a supportive environment centred on *Cura Personalis* (care for the whole person). **Website:** <http://www.wimbledoncollege.org.uk>

After this apprenticeship

There is potential for continued employment within the site team or progression into facilities management roles, subject to performance and the needs of the school.