



Royal
Russell

Caretaker

September/October 2026 start



Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is '*Non Sibi Sed Omnibus*' which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



Chris Hutchinson
Headmaster



Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.



Caretaker

We are looking for an experienced Carketaker to provide a full caretaking, portering, routine maintenance and security support service throughout the School - covering boarding houses, classrooms, offices and grounds. In addition, you will provide a car parking and caretaking service on Saturdays (on a rota basis).

You will be hard working, reliable, organized and motivated.

Hours are 37.5 per week, worked on a 4-week rota during term-time

Shifts are typically:

Monday to Friday 8.00 am – 4.00 pm and
Monday to Friday 7.30am - 2.30pm plus 7.30am – 12.30pm on
Saturdays (1 week in 4)

All these times include 30 minute unpaid lunch break

These times may change to accommodate specific events and activities

Salary is £25,668 per annum (from 1 September 2026)

Applications should be submitted to hr@royalrussell.co.uk by 12:00 on Monday, 31st August 2026.

Interviews will take place during week commencing 7th September

If you have not heard from us within 5 working days of the closing date, please assume that your application has not been successful on this occasion.



Key Responsibilities

Purpose of job:

To provide a full caretaking, portering, routine maintenance and security support service throughout the School covering boarding houses, classrooms, offices and grounds. In addition, you will provide a car parking and caretaking service on Saturdays.

This post also covers for the Caretaker at St. David's School, Purley, when required.

Main Duties and responsibilities:

Royal Russell School

Caretaking

- Keep all hard surfaces, paths & roadways free of moss and weeds.
- Clean signage, roller shutters, soffits, fascias and external lights.
- Clean and disinfect dustbins regularly.
- Complete tasks allocated by line manager via the School's 'ticket' system.
- Assisting teaching & support staff with tasks as requested.
- Undertake time changes on office and classroom clocks for BST and GMT.

Routine maintenance

- Carry out general maintenance and minor repair work as required e.g. of doors, windows, toilet seats, minor decoration, furniture, tap washers, etc, as required.
- Carry out room inspection surveys and report findings and defects of buildings/furniture/fittings etc.
- Check and clean drains and rainwater gullies.
- Carry out water hygiene temperature checks.
- Carry out emergency lighting checks.
- Carry out rainwater gutter clearance.
- Carry out check on fire exit doors.
- Carry out visual inspections of boiler houses.

Portering

- Carry out general portering duties including the moving of furniture.
- Sort and distribute post and parcels to locations around the school.
- Pick up and drop off laundry from and to boarding houses and other school buildings.
- Ensures school property is stored safely and appropriately.
- Assist the Grounds, Maintenance and Housekeeping Teams as required.

Postal/Concierge service

- Be part of a rota system to act as the first point of contact for visitors and postal deliveries.
- Sort and label post for internal deliveries.
- Operate a signing out/confirmation of collection service for deliveries to residents on site.
- Direct visitors as required.



Heating, lighting and water

- Where necessary at end of the day, switches off lights and appropriate electric plug sockets to save energy costs.
- Check all lights and heating to ensure they are working effectively, alerting colleagues as necessary.
- Read gas, electric and water meters as required to facilitate accurate billing to the school.
- Maintain an up-to-date awareness of the location of all stopcocks in order to assist in an emergency.
- Ensure that boiler houses are clean & tidy and no flammable material is stored there.

Lettings and school events and operations

- Prepare school halls and other allocated rooms for functions in accordance with agreed layout/plans and instructions given by line manager.
- Assist in car parking control for functions as required.
- Check facilities are as requested and are left in an 'as found' condition.
- Liaise with Grounds, Housekeeping, Maintenance, Catering, Security and Sports & Leisure Teams in preparing for functions/events.

Waste management

- Ensure that external rubbish is stored appropriately.
- Assist with the School's recycling schemes & initiatives.
- Empty external communal rubbish bins daily.
- Ensure that refuse areas are kept clean and tidy.

Cleaning

- Support the upkeep and general care of the School.
- Regularly sweep entrance areas and paths.
- Carry out daily litter picking duties from paths, play areas, flower beds, entrances etc.
- Routinely clean light fittings and diffusers (observing safe working at height procedures.)

Security support

- Lock and unlock school gates and buildings as required.
- Set and un-set the school security alarm system as required.
- Ensure the overall security of the school premises including locking of windows and doors and drawing of blinds.
- When on-duty, deals with emergency repairs.
- Escort visitors and contractors as required.
- Allow access to any contractor who may be working on the site in school holidays or weekends.

Health and safety

- Advise the Head Caretaker / Estates Manager of any breaches in health and safety.
- Participate and contribute in health and safety risk assessments and method statements relating to the maintenance team.
- Ensure safe use of equipment; observe warnings and directions for use of materials and equipment.
- Ensure that task appropriate PPE is worn.
- Ensure safe use and erection of ladders, step ladders & tower scaffolding.
- Ensure reasonable protection of materials and property.
- Ensure that fire escape routes are kept clear.
- Make safe any hazards and ensure area is cordoned off.

- Keeps paths and entrances free of snow and ice to ensure the safety of pupils, parents, staff and visitors.
- When the alarm sounds, assist in the evacuating a buildings, ensuring disabled access is available when requested, provides assistance to health and safety onsite as required.

St David's School (duties in addition to those at Royal Russell)

- Carry out general maintenance and minor repair work as required e.g. of doors, windows, toilet seats, minor decoration, furniture, tap washers, rainwater guttering etc, as required.
- Undertake time changes on the 'change of lesson' bell time clocks as required.
- Carry out ladder and step ladder inspections.
- Replace fluorescent tubes/lamps and starters as required.
- Maintain records of maintenance duties.
- Empty external & internal communal rubbish bins daily.
- Daily check of playgrounds, steps, entrance areas, sports field & Pavilion to ensure that they are safe to use and free from litter.
- Replenish consumable janitorial/toiletries supplies as required.
- Provide emergency cleaning service cover including clearance of bodily fluids/clinical waste as required.
- Keep refuse area clean and tidy.
- Responds to the school alarm, liaising with the police and alarm company as required.
- Undertake statutory compliance measures e.g. fire alarms test, water hygiene procedures, weekly and maintain log book.

General responsibilities

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times.
- Attend Royal Russell Day and Open Day to carry out allocated duties as required.
- Ensure correct staff identification is worn at all times whilst on site and that you clock in and out to ensure good time keeping.
- Wear uniform provided and demonstrates a professional manner at all times.
- Undertake the schools' performance management/appraisal process.
- Act in a professional and positive manner that reflects the school's ethos.
- Be a first aider (training provided.)
- Attend training and staff INSET sessions organised by the school to provide a consistent approach across the entire school staff population.
- Regularly attends College course and completes all assignments on time.
- Adhere at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
- Carry out any other duties as reasonably requested by Head Caretaker, Estates Manager, Director of Operations or Headmaster.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.



Person Specification

Generally

- Be proactive and supportive of the School.
- Commitment to exceptional high standards.

Experience

- Previous experience of caretaking, security and/or general maintenance if preferable, but not essential.
- Sufficiently active and fit enough to fulfil the requirements of the position and to work from height when required

Qualifications

- Full clean driving licence
- Good level of general education including GCSE Maths and English at Grade C or above, or equivalent
- A valid First Aid Certificate (or willingness to be trained to achieve certification)

Skills, knowledge and abilities

- Understand safe working practices and Health and Safety legislation.
- Have some understanding to building construction, services and design.
- Able to interpret technical information.
- Able to undertake minor DIY tasks.
- Well organised and capable of prioritising their own work.

Other requirements

- Flexibility to cover holidays etc. and occasional Saturday evenings and Sundays will be required to cover functions and events.



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- 30 days annual leave (for full time support staff)
- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than the closing date specified. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.



Campus Map

Our 110-acre campus contains incredible facilities for learning.



Main Facilities

- 1 Car Park
- 2 Reception / Headmaster's Study
- 3 Junior School
- 4 Early Years Centre
- 5 Performing Arts Centre / Auditorium
- 6 Dining Hall / Café
- 7 Chapel
- 8 Great Hall
- 9 Chapel Quad
- 10 Lime Tree Quad
- 11 Aston Webb Building
- 12 Library / Sixth Form Study Centre
- 13 Health & Wellbeing Centre
- 14 Science Block

Sports Facilities

- 15 Swimming Pool
- 16 Sports Hall
- 17 Top Pitch
- 18 The Paddock
- 19 Netball Courts
- 20 North Pitch
- 21 Astroturf Pitch
- 22 MUGA (Multi-Use Games Area)
- 23 West Pitch
- 24 Pavilion

Boarding / Houses

- 25 Buchanan / Reade
- 26 Cambridge
- 27 Hollenden
- 28 Keable
- 29 Latessa
- 30 Madden
- 31 Oxford
- 32 Queen's
- 33 St Andrew's



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www.royalrussell.co.uk

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