



WILBERFORCE
sixth form college

JOB PACK

Caretaker

CLOSING DATE: Friday 2 October 2026, at 9.00am





OUR COLLEGE

Wilberforce Sixth Form College is located on the East side of the City of Hull, and our students come from both Hull and the East Riding of Yorkshire. The College is recognised for its success in serving the needs of the local community, which is a fundamental commitment of the College's governing body.

Wilberforce is not a typical sixth form college. We have a wide-ranging and dynamic curriculum offer at Levels 2 and 3 that supports students' progression. Coupled with our staff's commitment to high quality teaching, support and student experience, students achieve and progress to some fantastic destinations.

The College has extended its work beyond the East of Hull in recent years. We are system leaders, having worked with educational and employment partners both nationally and regionally to improve the quality of education and student experience.

FOR OUR STUDENTS...

Wilberforce Sixth Form College inspires its students to develop a passion for knowledge and a love for learning. Our students receive a truly holistic education that extends beyond the classroom.

In addition to high-quality teaching, they have access to a broad upskilling enrichment programme, employability and workplace links, national and international trips and visits, and an excellence pathway programme.

OUR CAMPUS

We have made significant investment over the last few years, creating first-class facilities for staff, students and the local community.

Our campus is reflective of the wide-ranging curriculum that we offer; it boasts professional standard Engineering, Health & Caring, Hair & Beauty and IT facilities, as well as fully equipped classrooms and teaching spaces.

FOR OUR STAFF...

Wilberforce Sixth Form College is a great place to work. You will join a focussed and driven team, committed to delivering a broad and balanced education for all.

Collaboration is at the heart of our approach and together we work hard to change the life chances for our students.

We invest heavily in staff development and wellbeing support to ensure that staff are equipped to contribute to making Wilberforce College great.

Access a range of benefits including:

- *Membership of the Local Government Pension Scheme (LGPS)*
- *Employee Assistance Programme*
- *Cycle to Work scheme*
- *Optional Health Cash Plan*
- *Staff development opportunities*
- *Staff wellbeing events*
- *IT Products*

OUR VISION

The College's aim is to be an outstanding College, with an innovative curriculum that supports all students to achieve the best possible life chances.



The three core strategic priorities are:

➤ 1. OUTSTANDING EXPERIENCES

Students have access to a wide, rich set of experiences through the curriculum, tutorial, and upskilling programme.

High expectations of behaviours and attitudes ensure all students develop a strong work ethic, resilience, and determination.

Sustainable growth in student numbers that maintains a vibrant, interactive learning environment, in which students are highly challenged.

A College environment with first class facilities, welcoming, accessible and a place everyone enjoys being in.

➤ 2. OUTSTANDING PROGRESSION

A curriculum that is aligned to local and national priorities that enables all students to progress to their chosen destinations.

Students are equipped with the skills, knowledge and behaviours needed to progress in education and employment – including proficiency in English and Mathematics.

Students are educated and supported to make decisions that ensures their long-term health and well-being.

➤ 3. OUTSTANDING OUTCOMES

A fully ambitious, challenging curriculum that provides students with first rate qualifications.

Aspirational and stimulating teaching and learning that engages all students at all levels.

Stretch and challenge of all groups of students to ensure that all reach their potential, and there are no significant gaps.

A student support framework that proactively removes barriers to learning.

CORE VALUES



WE CONDUCT OURSELVES WITH INTEGRITY AND RESPECT FOR ALL.



WE MAKE STUDENTS' EXPERIENCE CENTRAL.



WE VALUE INDIVIDUALS AND PROMOTE SELF-ESTEEM.



WE WORK AS A TEAM.



WE ENCOURAGE INNOVATION, CREATIVITY AND ENJOYMENT.



WE AIM FOR EXCELLENCE IN EVERYTHING WE DO.

Wilberforce Sixth Form College has a culture of high aspiration and we are committed to providing an outstanding educational experience for all of our students. All aspects of College life are focused on providing students with every opportunity to become independent, motivated and successful individuals who will contribute on an international stage. Success is central to our aims. We have adopted a core values statement. It is our intention that by applying these values and behaviours the College will become outstanding in every area of work.

WHY WILBERFORCE?

By joining Wilberforce Sixth Form College, you will be working for a progressive learning organisation driven by core values and collective mission. You will be joining colleagues to work within a supportive, collaborative, and dynamic team which consistently strives to achieve the best outcomes for our students.

At Wilberforce we believe in providing opportunities for all - both staff and students. Our expectations are high for everyone and we recognise the fact that only through this teamwork can we all achieve our aspirational goals.

If you are looking for a College that will challenge you whilst supporting you, then our CPD package will ensure you develop your skills, whether it be supporting students, teaching in the classroom or as a leader influencing colleagues.

We feel listening to the views of both staff and students is key and therefore we regularly conduct staff surveys to establish individuals views on working at the College and use this as a catalyst for making improvements.

BENEFITS AND ADDITIONAL INFO

We recognise the hard work and dedication of our staff in their commitment to improving the life chances of young people in the community we serve. The employee benefits on offer at the College are reflective of a culture which recognises talent and rewards outstanding commitment to our aims and objectives.

We are proud to offer our staff members the following benefits:

- *Staff Induction: All employees joining the College are provided with a fully supported induction period*
- *Generous Pension Scheme: Employees can join the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme. Both schemes offer generous employer contribution rates*
- *Employee Assistance Programme: The College provides an independent free helpline which is available to all staff and their families which provides confidential advice on a wide range of issues including personal, relationships, medical, financial, legal etc. In addition, the College has in house counsellors who will meet staff face to face where requested*
- *Cycle To Work Scheme: Our salary sacrifice scheme enables employees to pay for a bicycle through payroll and save on tax in the process*
- *BHSF Health Care Cash Plan: Through a salary deduction cash plan, employees are able to access healthcare treatment and claim back money from their bills. The cash plan includes 24/7 GP and counselling telephone services and cover for up to four children (under the age of 18) on the policy*
- *Gym Memberships: The College has an open access gym that staff can use before and after the College day. Employees at the College can also access discounted membership at the local Hull City Council gyms*
- *Parking: Access to free on-site car parking*
- *IT Products: Employees can access the full suite of Microsoft software free of charge to use on personal devices*
- *Equality, Diversity & Inclusion: The College is inclusive and embraces diversity*
- *Staff Development: We have a strong commitment to providing training and development in and beyond your current role. We invest substantial time and money in our staff development provisions*
- *Family Friendly Policies: The College adopts occupational Maternity, Paternity and Adoption pay policies from the Sixth Form College's Association*

Caretaker

We are seeking a reliable, enthusiastic and motivated individual who takes pride in maintaining high standards and creating a safe and welcoming environment. The successful candidate will be a practical problem-solver with excellent organisational skills, a proactive approach and the ability to work both independently and as part of a team.

Our Estates Team consists of the Premises Manager, 2 Caretakers, an Assistant Caretaker and a Cleaning Supervisor. They all play a vital role in ensuring the College provides a safe, secure, clean and well-maintained environment for students, staff, visitors and the wider community.

The role is varied and hands-on, involving site security, opening and locking buildings, carrying out routine maintenance and minor repairs, monitoring building systems, supporting college events, undertaking health and safety checks, and helping to ensure facilities remain fit for purpose. The post holder may also assist with portering duties, room setups, deliveries, grounds maintenance and responding to urgent maintenance issues.

Due to the nature of the role, working hours may vary to support the College's busy calendar of activities, including open evenings, performances and events. Flexibility is therefore essential, with some evening, weekend and emergency response duties required.

This is an excellent opportunity to join our Estates Team, supporting the smooth operation of the site and contributing directly to the College's success and reputation.



JOB DESCRIPTION

Job title: *Caretaker*

Responsible to: *Premises Manager*

Purpose of the post: *To contribute to the maintenance of the overall standard and quality of the fabric of the premises. This work will be undertaken as part of a shift rota system or as amended during College closure periods or absences of other care-taking staff.*

Main Tasks:

- *To provide key holding and security procedures for grounds, premises and their contents including routine and non-routine opening and closing of premises*
- *To provide access to the premises in the event of an emergency*
- *To carry out required duties in connection with the approved letting of the premises and after college activities*
- *To report, in accordance with agreed procedures, any trespass, damage, intrusion and unauthorised parking*
- *To ensure that all playing areas, paths and drives etc. are free from litter and all rain water surface gratings are cleared of debris*
- *To carry out handyperson duties as agreed. To report to the Premises Manager any repairs which cannot be undertaken as part of these duties*
- *Take delivery of stores, stationery and materials; despatch of such*
- *Carry out portering duties within the College (which may include driving)*
- *Operate and monitor the heating plant and any temporary heating equipment as necessary*
- *Direct contractors to sites of repair and maintenance work, confirm work has been completed and report deficiencies to the Premises Manager*
- *Deal with enquiries, when appropriate, from contractors, staff and members of the public.*
- *Undertake minor premises projects, including designing, estimating, costing and building in liaison with the Premises Manager*
- *Continue to undertake staff development as appropriate*

- *To act as a first aider whilst on site undertaking any training required to fulfil this role*
- *Perform other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility*

NB Any duties or tasks undertaken should follow all relevant Health and Safety legislation.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS AND TRAINING		
<i>Full driving licence & access to own transport or able to prove sufficient mobility appropriate for the duties of the post</i>	X	
<i>A recognised Trade qualification</i>		X
<i>Health & Safety Qualification</i>		X
EXPERIENCE AND KNOWLEDGE		
<i>A minimum of 2 years' experience of working in a premises/caretaking role within a school or college environment</i>	X	
<i>Experience of managing the delivery of work carried out by a contractor</i>	X	
<i>Experience of working in the post 16 education sector</i>		X
<i>Knowledge of the key Health & Safety Legislation which applies to colleges</i>	X	
<i>Ability to carry out maintenance tasks</i>	X	
SKILLS AND ABILITIES		
<i>Accuracy and attention to detail</i>	X	
<i>Exemplary time management and prioritisation skills</i>	X	
<i>Exceptional organisation skills</i>	X	
<i>Project management skills</i>	X	
<i>Ability to produce formal reports</i>	X	
<i>Ability to build relationships with a wide range of internal and external stakeholders</i>	X	
<i>Flexibility to work outside of normal college opening hours including weekends (open events etc.)</i>	X	
<i>Excellent verbal and written communication skills</i>	X	
<i>Excellent interpersonal and customer service skills</i>	X	
<i>Adaptive and flexible attitude</i>	X	
<i>Willingness to undertake travel in line with the needs of the role</i>	X	
<i>Interest and enthusiasm for working in a 16-19 educational setting</i>	X	

HOW TO APPLY

Thank you for enquiring about the post of Caretaker at Wilberforce Sixth Form College. I hope the information in this pack encourages you to apply.

After reading through the details in the attached pack, please:

- 1.** *Complete an application form*
- 2.** *Include a statement in support of application in the space provided on the application form. This should outline why you feel you are suitable for this role. Please limit your statement to two sides of A4.*
- 3.** *Complete the Safeguarding and Equal Opportunities forms.*

Completed applications can be sent by:

- *Post (or deliver) to:*
HR Office
Wilberforce Sixth Form College
Saltshouse Road
Hull
HU8 9HD
- *Email to: personnel@wilberforce.ac.uk*

You may send in a CV to support your application but you must still complete the application form in full.

The closing date for applications is at 9.00 am on Friday 2 October 2026.

If you have any questions or queries, please contact the HR Office on 01482 711688 or personnel@wilberforce.ac.uk.

PLEASE NOTE:

Due to the large number of applications we receive it is not possible to contact unsuccessful applicants prior to interviews being held. If we haven't contacted you within 28 days of the closing date you can assume that this time your application has been unsuccessful. We are unable to give feedback to those applicants who have not been shortlisted.



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Email: enquiries@wilberforce.ac.uk | Tel: **01482 711688**

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