

School Caretaker

Candidate Brief

www.rwiss.eu



Introduction to Raoul Wallenberg International School (RWIS)

Raoul Wallenberg International School Palma (RWIS) is a values-driven learning environment committed to fostering future-focused, inquiry-based education. Guided by the values of honesty, compassion, courage, and drive, we provide a nurturing yet challenging space for students to thrive academically and personally. Located in the stunning setting of Mallorca, Spain, RWIS is dedicated to empowering learners from diverse backgrounds to become ethical leaders and global citizens.

RWIS Guiding Statements

Vision Statement

An inspiring and nurturing learning community that appropriately challenges and empowers students to be future-ready global citizens.

Mission Statement

The Raoul Wallenberg International School's mission is to make a positive difference for every single student in our care, helping to develop their full potential. We aim to nurture confident, independent, and resilient students in an inclusive, caring, challenging, diverse and joyful international learning environment. This outstanding student experience will empower RWIS graduates with the attitudes, skills and attributes to thrive in a rapidly changing world by enriching their own lives and those around them.

Watchwords



Courage



Drive



Honesty



Compassion

School Caretaker

Location: Raoul Wallenberg International School, Palma, Mallorca, Spain

Position: School Caretaker

Reporting to: Business and Operations Manager

Salary and Benefits: Competitive salary in line with the position's scope and responsibilities, as well as the candidate's experience and qualifications. Additional benefits include free lunch, access to a group health insurance scheme, and ongoing professional development.

Visa Requirements: Candidates must be an EU/EEA/Swiss citizen or hold a valid work visa. We are unable to organise work or residence permits.

Deadline for Applications: Applications will be reviewed on an ongoing basis. Early applications are encouraged.

Start Date: ASAP/upon agreement

Enquiries/Applications: hr@rwiss.es

The Opportunity

Raoul Wallenberg International School (RWIS) in Palma is seeking a proactive and committed **Caretaker** to oversee all facilities-related operations at our growing international school. This is a unique opportunity to contribute meaningfully to a school that is passionate about sustainability, community, and creating safe, inspiring learning spaces.

As the Caretaker, you will ensure that all buildings, grounds, and resources are well-maintained, secure, and aligned with health, safety, and environmental standards. This is a hands-on role, involving general building maintenance, gardening, cleaning of outside areas, and other practical tasks to ensure the school's physical environment is safe, clean, and welcoming.

You will work closely with third-party contractors, oversee maintenance schedules, and manage the procurement and supervision of contractors and service providers. Your commitment to operational excellence will support the smooth running of the school and enhance the well-being of students, staff, and visitors.

Position Scope

1. Care and Maintenance

- Maintain and repair the school's infrastructure including buildings, water systems, drains, and hardened surfaces (stone, brick, asphalt).

- Implement a preventative maintenance plan for all facilities and systems.
- Supervise third-party contractors and ensure compliance with safety regulations.
- Collaborate with partners and suppliers on lighting, gardening, garden furniture, sports facilities, and related infrastructure.
- Develop a maintenance plan with daily, weekly and monthly tasks.

2. Sustainable Operations

- Champion sustainability across energy use, waste management, and resource consumption.
- Develop and lead eco-initiatives that engage students and staff in environmental stewardship.

3. Gardening and Grounds Maintenance

- Oversee the care of gardens, lawns, and playgrounds, including coordination with landscaping contractors as needed.
- Maintain outdoor structures such as fences, gates, and walls to ensure safety and aesthetics.
- Support the development of the gardens and grounds as key learning spaces.

4. Security

- Monitor and manage the school's physical security and systems.
- Liaise with security personnel and conduct regular audits to ensure a safe environment.
- Oversee secure opening and closing procedures of the premises.

5. School Operations

- Open and close premises daily; ensure secure access outside school hours.
- Provide logistical support for school events and maintain premises during holiday periods.

6. Procurement and Inventory

- Manage purchasing of supplies and maintain a well-organised inventory.



- Ensure timely replenishment and tracking of facilities-related stock.

7. External Workers & Safety Protocols

- Manage onboarding and sign-in procedures for contractors; oversee key handovers and ensure familiarisation with emergency protocols.
- Ensure all external workers comply with health, safety, and fire evacuation procedures.

Lease Agreement and Compliance

- Manage all tenant responsibilities outlined in the lease demarcation list.
- Liaise with the landlord and associated companies to address issues beyond tenant scope.

Key Performance Indicators (KPIs)

- Timely completion of maintenance and repairs.
- High safety and cleanliness standards across school facilities.
- Positive feedback from staff, students, and parents.
- Successful execution of sustainability initiatives.
- Effective coordination with external contractors and suppliers.

Ideal Candidate

Qualifications and Experience

- Experience in caretaking and maintenance, ideally in an educational or community setting.
- Knowledge of health, safety, and environmental standards.
- Familiarity with building systems including electrical, security and ventilation.
- Experience managing external suppliers and contractors.

Skills and Attributes

- Strong problem-solving and organisational skills.
- Ability to work independently and manage a broad task load.
- Comfortable with tools, physical work, and outdoor duties.



- Proactive, reliable, and committed to the school's values.
- Basic computer skills (for inventory, scheduling, reporting).
- Conversational Spanish is a plus; English required.
- Local area knowledge.

How to Apply:

Interested candidates should submit the following to hr@rwiss.es as soon as possible:

1. A detailed CV.
2. A cover letter highlighting your suitability for the role.
3. Contact details of at least two professional references.

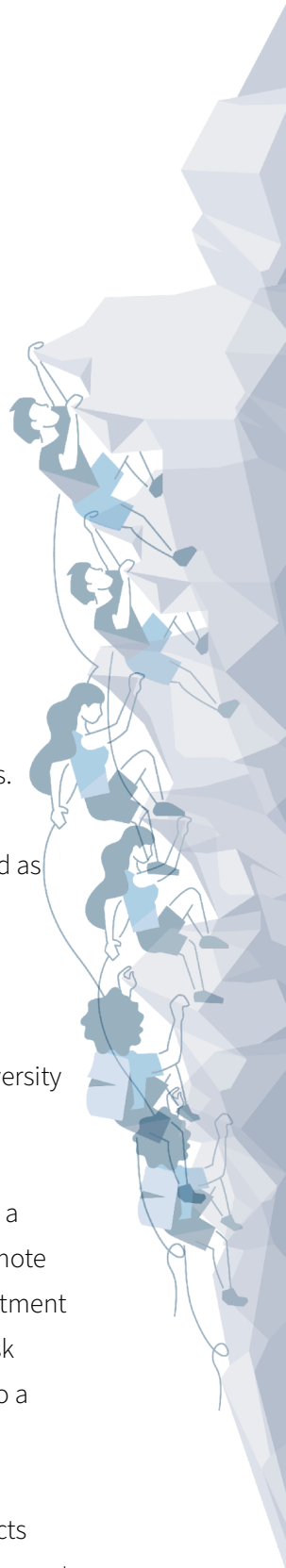
Next Stages:

- Longlisted candidates will be contacted for an initial interview on an ongoing basis.
- Successful candidates will progress to a panel interview.
- Pre-employment reference checks and criminal record clearance will be conducted as part of our safer recruitment procedures.

Raoul Wallenberg International School is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Raoul Wallenberg International School believes that every child has the right to grow up in a healthy, safe, secure, and supportive environment. As an institution, we prioritise and promote child protection above all else and adopt a strict zero-tolerance policy towards the mistreatment or abuse of children. Raoul Wallenberg International School supports the International Task Force on Child Protection (ITFCP) Reports and Recommendations and we hold ourselves to a high standard of effective recruitment practices with specific attention to Child Protection.

As part of our safer recruitment procedures, Raoul Wallenberg International School conducts pre-employment reference checks before confirming any appointment. Furthermore, we request all successful candidates to undergo criminal record checks in their country of residence and/or previous countries of employment. Personal data is collected and used for recruitment purposes only in accordance with our Privacy Policy.



Raoul Wallenberg International School reserves the right to make an appointment at any time, even before the posted deadline, if an exceptional candidate is identified early in the process. For this reason, interested candidates are encouraged to apply at the earliest possible time.

Join us in shaping the future leaders of tomorrow at Raoul Wallenberg International School. We look forward to welcoming a passionate and skilled professional to join our vibrant and values-driven community!



Welcome to Palma's most beautiful, progressive and values-driven school.

Raoul Wallenberg International School

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