

**Assistant Caretaker**  
**Wickham Common Primary School**

|                                    |                                                                                                                     |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Starting:</b>                   | September 2025                                                                                                      |
| <b>Salary:</b>                     | BR5 (Point 13 - 17) FTE: £24,608 - £26,100 pa (Actual: £17,089 – £18,125 pa)<br>*Depending on skills and experience |
| <b>Hours:</b>                      | 25 hours per week, 52 weeks per year                                                                                |
| <b>Working pattern:</b>            | Monday to Friday; 5 hours per day 1.30pm to 6.30pm                                                                  |
| <b>Contract Type:</b>              | Permanent; part-time                                                                                                |
| <b>Primary Location:</b>           | Wickham Common Primary School                                                                                       |
| <b>Closing date:</b>               | <b>8 September 2025 noon</b>                                                                                        |
| <b>Interviews will be held on:</b> | <b>Mid September</b>                                                                                                |

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We are looking to recruit an enthusiastic, motivated and committed individual who will be responsible for pupils' welfare, safety and supervision during the lunch break at Wickham Common Primary School.

The successful applicants will:

- Have an understanding of site security and Health & Safety in the workplace
- Have a general knowledge of cleaning, DIY and maintenance
- Work well within a team and as a lone worker
- Be organised, flexible and able to work well under pressure
- Behave in a warm, yet professional manner towards colleagues, pupils and visitors at all times, and contribute to the positive ethos of the schools and the Trust

Key Responsibilities will include:

- Security and supervision of the Trust premises
- Caretaking, cleaning and general maintenance
- Attendance across schools in the Trust to open & close the premises for lettings

In return, we can offer:

- A friendly, supportive and enthusiastic staff who work as a team
- Relevant training and development
- Opportunities to contribute to whole school and Trust development
- Access to our Employee Assistance Programme

We would be happy to answer any questions you may have regarding the role. To arrange a confidential discussion with Michael Field, Facilities Manager, please email [recruitment@mslt.org.uk](mailto:recruitment@mslt.org.uk)



Mosaic Schools Learning Trust (formed on the 1<sup>st</sup> September 2024 following the merger between Connect Schools Academy Trust and Compass Academy Trust) is a group of schools based in Bromley and Kent: Cage Green Primary School, Crofton Infant School, Crofton Junior School, Marian Vian Primary School, Oak Lodge Primary School, Raglan Primary School, Rivermill Primary School, Unicorn Primary School, Valley Primary School and Wickham Common Primary School. The Trust aims to deliver the very best educational experience for its pupils, with each school bringing its own strengths and expertise to benefit the whole learning community. Each of our schools is unique in its own right, and we promote that individuality.

As a Trust, we have a clear vision and our values support us in achieving excellence for every child every day. We are bound by a strong moral purpose and a commitment to our 3 R's of being respectful, resilient and resourceful.

We are passionate about diversity and recognise that as individuals, we all bring something unique to the role regardless of any protected characteristics, which is why we treat all members of our community equally, without compromise. We are committed to providing equality and fairness through our recruitment and employment practices.

**The Trust is committed to achieving equal opportunities in employment and service delivery and to safeguarding and promoting the welfare of children and young people and expects all staff and voluntary helpers to share this commitment. An Enhanced Disclosure and Barring Check with the Disclosure and Barring Service [DBS] under the Rehabilitation of Offenders Act 1974 will be required for the successful applicant.**

Please note that employment contracts with Mosaic Schools Learning Trust contain a mobility clause and, whilst your primary place of work will be Wickham Common Primary School, you may be requested to work at another location as required to meet the needs of the Trust.

Applications can be downloaded from the following websites: London Borough of Bromley, Mosaic Schools Learning Trust and Teaching Vacancies Service. Alternatively, please email your request to [recruitment@mslt.org.uk](mailto:recruitment@mslt.org.uk).

Completed application forms to be returned to [recruitment@mslt.org.uk](mailto:recruitment@mslt.org.uk) or to Mosaic Schools Learning Trust c/o Wickham Common Primary School, Gates Green Road, West Wickham, Bromley BR4 9DG

Based on the quality and quantity of applications received, the Trust reserves the right to close this vacancy sooner than the specified closing date. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

References and an online search will be requested prior to interview for candidates who are short-listed. Successful applicants will be subject to DBS clearance and other relevant employment checks.