



Candidate brief for the position of
Part Time Caretaker
at Lumero Educational Trust

Interviews will start taking place from 27 July 2026





Dear Applicant,

Thank you for expressing an interest in working in our Trust. This pack tells you more about our Trust, the role and the person we are looking for.

As a Trust, we comprise of eight primary schools and four secondary schools located across the London Boroughs of Bromley and Croydon, as outlined on the next page.

Our overarching aim for all our schools is **learning together, inspiring all**. We are committed to **excellence**, having great aspirations for our children and young people, and encouraging them to seek out and take hold of opportunities. Our drive for excellence is supported by our **collaboration**, and we are committed to sharing expertise to empower and inspire all individuals in our schools to thrive in a global world. This is underpinned by **inclusion**. We celebrate and respect the diversity in our communities, and we have a shared expectation in everyone to achieve in an ever-changing world.

This is an exciting opportunity for a reliable and committed individual to join our Estates team and make a real impact upon on our site organisation and the wider shared services team.

These posts are available as soon as possible and would suit someone who is hardworking, committed and keen to work in a supportive team in an aspirational educational trust.

Please complete the application form as fully as possible.

We very much look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink that reads "T Millar". The signature is written in a cursive, slightly stylized font.

Terry Millar
Chief Executive

Our Schools



BIGGIN HILL
PRIMARY SCHOOL



BULLERS WOOD
SCHOOL FOR BOYS



BULLERS WOOD
SCHOOL FOR GIRLS



CHARLES DARWIN
SCHOOL



CHELSEFIELD
PRIMARY SCHOOL



CHISLEHURST
SCHOOL FOR GIRLS



DARRICK WOOD
JUNIOR SCHOOL



GREEN STREET GREEN
PRIMARY SCHOOL



THE HIGHWAY
PRIMARY SCHOOL



ORCHARD WAY
PRIMARY SCHOOL



TUBBENDEN
PRIMARY SCHOOL



PRATT'S BOTTOM
PRIMARY SCHOOL



Position Summary: Caretaker

Job Title	Caretaker
Location:	Across the primary schools estate
Reports to:	Trust Estates Manager
Working with:	Headteachers and the wider Estates Team
Salary:	NJC Scale 4 Point 6 (Full Time Equivalent £29,855)
Working Hours:	See below – Monday to Friday, 52 weeks a year
Contract Type:	Permanent (casual contracts can be considered)
Start Date:	From July 2026

Shifts available (note: a morning and afternoon shift can be applied for by one applicant)

School	Working Hours	From	To
Biggin Hill Primary School	2 hrs per day/10 hrs per week	16:00	18:00
Tubbenden Primary School	3 hrs per day/15 hrs per week	15:30	18:30
Pratt's Bottom Primary School & Chelsfield Primary School	3 hrs per day/15 hrs per week	07:00	10:00

Job Description and Person Specification - Caretaker

SALARY: NJC Payscale 4 point 6 (Outer London)

REPORTING LINES: Estates Manager, responsive to service requests from the Facilities Supervisors, Headteachers and the Head of Primary Estates.

JOB PURPOSE:

The key purpose of the Caretaker is to support the site team to ensure the effective management, organisation and supervision of all premises matters relating to the Lumero Educational Trust Primary Estate. Caretakers will usually be aligned to a particular school but will be expected to engage in cross trust working to support our

provision of clean, safe and secure environments for all users of the trust's school buildings and grounds.



CORE RESPONSIBILITIES:

Organisation and Management

Working as a member of the primary estates team, the Caretaker will assist to ensure our school sites are maintained safely and securely. The Caretaker will meet the operational requirements of our school buildings and grounds and be responsive to the needs of the schools.

Health and Safety

The Caretaker will maintain the school site to mitigate Health and Safety risks by undertaking daily visual inspections of the site to include but not limited to; external and internal gym and play equipment. They will address or escalate actions arising to the Facilities Supervisors, as necessary.

The Caretaker will undertake maintenance activities necessary to prevent Health and Safety risks. This might include but is not limited to snow clearing, leaf clearance, gutter clearance.

The Caretaker will be responsible for some statutory testing at the direction of the Facilities Supervisors. This might include but is not limited to the following:

- Monthly water temperature testing

- Collecting water samples in line with schools Legionella Management Programme

- Weekly fire bell tests

- Monthly emergency lighting tests.

Maintenance



The Caretaker will be responsible for maintaining appropriate cleaning standards and reporting or actioning issues as necessary or as directed.

The Caretaker will carry out minor reactive and preventative maintenance, where practicable, and under the direction of the Facilities Supervisors. This may include but is not limited to; clearing gutters and gulley; minor plumbing jobs; fixing lights.

Other

The Caretaker will be responsible for reporting compliance and maintenance testing using the google suite of programmes and communicate via a number of electronic platforms i.e. emails and collaboration platform for facilities management.

The Caretaker will organise portorage arrangements. They may also be asked to move equipment, furniture and set up and reinstate equipment to support school events.

The Caretaker will be responsible for ensuring that the school is kept at an ambient temperature by monitoring weather forecasts and controlling heating and ventilation as appropriate.

The Caretaker may be required to undertake the Pool Plant Operators Foundation Certificate and carry out pool water sampling at Green Street Green Primary School.

The Caretaker will support the Facilities Supervisors in executing the lock and unlock plan for each school.

The Caretaker is responsible for maintaining full physical site security at all times to include managing the gate locking regime; ensuring fob entry systems are in working order; ensuring gates are functioning; maintaining all doors and locking mechanisms to an appropriate standard.



The Caretaker will support fire drill testing and site evacuation procedures. The Caretaker will escalate resulting actions/issues to the Headteacher and/or Estates Manager as appropriate.

The Caretaker will be the liaison with other building users (including those hiring school facilities) to ensure the premises meets all stakeholder requirements.

The Caretaker may be called upon to perform any other reasonable premises maintenance tasks.

PERSON SPECIFICATION

Skills and Abilities

- Ability to use relevant equipment, materials and chemicals.
- Competent in the use of IT software as a primary means of communication and reporting/recording
- Health & Safety including use of chemicals COSHH, Manual Handling, Fire Safety, including drills, use of equipment, practices and procedures, use of ladders, lifting, cleaning etc.
- Understanding of and compliance with child protection procedures and lone working.
- Be able to work as both part of a team and as a lone worker. Be self-motivated.

Knowledge

- General knowledge of DIY and unskilled maintenance.
- Knowledge of industrial cleaning and use of appropriate equipment, chemicals and materials.
- Ability to supervise and train directly employed staff if called upon to do so.
- Ability to communicate with a wide range of people.
- Knowledge and understanding of the security and tenure of the premises.

Additional Information:

This role requires an enhanced DBS check.

Training will be provided on site procedures, safeguarding, and health & safety.



This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultation with the post-holder.

General

- Undertake training as required to develop in the role.
- Uphold Safeguarding Policies and Procedures and contribute to the safety of children and young people and protect them from harm.
- Comply with all Health and Safety Policy, ensuring that all duties and responsibilities are undertaken in line with such.
- Read and follow any further policies relevant to the role and the post holder's employment.

Application Process

How to apply

Applicants should complete the application form and submit it to hr@iniciotrust.org

We encourage prospective applicants to come and have a tour of the schools they are interested in. Please contact MPourou@iniciotrust.org to arrange this or if you have any further questions about the roles.

Interview Process

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive a phone call followed by an email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

If you require any assistance in attending for interview, please let us know the nature of that assistance in good time so that we may make appropriate arrangements.

- iii. Candidates called to interview will:
 - be expected to conduct a task to test areas required as per the person specification.
 - attend a panel interview.



Pre-employment Checks

Lumero Educational Trust is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know them in a professional capacity. It is policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Policy on Equal Opportunities

The Trust is an Equal Opportunities employer and appointments are based on the applicant’s ability to meet the requirements of the position. The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our Trust includes a diversity of individuals from many races and cultures. Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated

Lumero Educational Trust

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