

Candidate brief for the position of

**Lettings Caretaker at
Chislehurst School for Girls**

Application Deadline: 11th August 2026



**Chislehurst School for Girls
is part of Lumero Educational Trust**



Dear Applicant

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

As a Trust, we comprise of eight primary schools and four secondary schools 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 motivated and passionate individual to join our team and make a real impact upon on our students, helping to shape their future.

This post is available from September and would suit someone who is hardworking, dedicated and keen to work 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



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



PRATTS BOTTOM
PRIMARY SCHOOL

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Chislehurst School for Girls

Chislehurst School for Girls is a happy and highly successful place of learning for girls aged 11-18, and boys 16- 18 where students have every opportunity to excel academically, flourish personally and reach their full potential.

We are committed to the pursuit of academic excellence and to developing the leaders of tomorrow. Our strong pastoral support and commitment to mutual respect enable all our students to discover their strengths and truly develop a life-long love of learning.

We are proud of our young men and women and committed to enriching their school experience and ensuring that they thrive and reach their full potential. A spirit of charity, social justice and global awareness is central to this.

We are a diverse and inclusive school community and welcome the enriching variety of backgrounds and traditions that all contribute to making Chislehurst School for Girls a wonderful place in which to both learn and work.

Values and vision

At Chislehurst School for Girls, we are passionate about supporting all of our students to develop their leadership characteristics and experience. Some of our students may go on to lead their own companies, schools, teams and departments, whilst others may lead in their community, and support others at home or around the world. Whatever their path or gifts, all of our young people will be equipped to become resilient leaders of tomorrow, with courage, integrity and ambition.

Chislehurst girls take centre stage, have their voices heard, create a culture of achievement and are empowered to become leaders. They develop greater confidence and are more willing to take risks and aim higher.

Ofsted report

“Teaching is predominantly good and some is outstanding. Students behave well, enjoy school and feel safe. Older students in particular have positive attitudes and value what the school has to offer. Exclusions are well-below average. The headteacher and senior staff provide ambitious leadership informed by a thorough knowledge of students’ starting points and progress. As a result, achievement and teaching are improving and students are well prepared for the next stage of their lives.”

Position Summary: Lettings Caretaker

REPORTS TO:	Premises Manager
LOCATION:	Chislehurst, Kent
SALARY:	NJC Scale 1, Point 3 - £17,488 actual pro rata salary (FTE £28,617)
HOURS:	22 hours per week, 52 weeks per year, 3 days per week, Weekdays 4pm start, Saturdays 8am start and the flexibility to cover some Sunday lettings would be welcome
CONTRACT:	Permanent
START:	September 2026

We are seeking a reliable, and proactive Lettings Caretaker to support the safe and effective use of our school facilities by external hirers outside normal school hours.

This is an excellent opportunity for someone who takes pride in maintaining high standards, enjoys working independently, and is committed to providing a welcoming environment for visitors.

Chislehurst School for Girls, part of Lumero Educational Trust, is an aspirational place of learning for girls aged 11-18, and boys 16-18, where students have every opportunity to reach their full potential.

We are committed to the pursuit of academic excellence and to developing the leaders of tomorrow. Our strong pastoral support and commitment to mutual respect enable all our students to discover their strengths and truly develop a life-long love of learning.

We are looking for a colleague who will:

- Be dependable, trustworthy and punctual
- Have good communication and customer service skills
- Be able to work independently and use their initiative
- Have experience in a caretaking, facilities, maintenance or customer-facing role
- Be willing to work flexible hours, including evenings and weekends
- Understand the importance of health and safety and safeguarding within a school environment

In return we will offer you:

- A supportive and friendly working environment
- Training and development opportunities
- The opportunity to play an important role in supporting both the school and the local community

Application Process

Send all application forms to Mrs Edmunds (Trust HR Officer) at recruitment@chsfg.co.uk or if you have any questions call 020 8300 3156 ext 280.

No CVs and no agencies.

References will be requested for those shortlisted only and prior to the interview.

Only those shortlisted for interview will be contacted. We reserve the right to interview and appoint prior to the closing date. Early applications are encouraged.

Closing date for applications: 9am on 11th August 2026

Interview Dates: 20th August 2026

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 all relevant qualifications.
- 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.

Job Description – Lettings Caretaker

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Job Purpose

To provide caretaking, security and customer service support for the school's lettings programme, ensuring that facilities are opened, prepared, supervised and secured for community users and external hirers outside normal school hours. The postholder will help maintain a safe, welcoming and professional environment while protecting school property and assets.

Main Duties and Responsibilities

Security

- undertake routine and non-routine opening/closing of the buildings and grounds
- carry out emergency procedures in the event of flood, fire, unauthorised entry, accident or major incident
- ensure that all cleaning, maintenance and caretaking equipment and materials are in a safe working condition and are secured on the premises as appropriate
- ensure that all contractors are signed in
- monitor and report trespassers to SLT and adhere to the requirements detailed in the Security Policy

Staff and Contractors

- take part in the school's appraisal system
- liaise with external contractors and assist with their supervision
- assist with out of hours' duties (see Lettings). i.e. after 6.30 p.m. as required

Cleaning

- cleaning of allocated areas of the school
- regular cleaning of water fountains

Lettings (Evenings/weekends)

- organise the facilities required by the school/external organisations for the event and act as their point of contact during the event
- supervise and control car parking arrangements for functions to prevent unauthorised entry and parking
- first aid at work cover as required

Health and Safety

- ensure that adequate safety measures are taken at all times and that the relevant legislation is adhered to, and report if appropriate
- monitor all contractors on site work within the appropriate health and safety regulations, and report to Senior Caretaker/Premises Manager

Training

- undertake training as necessary

Other

- promote a positive image of the school at all times
- comply with all school policies and procedures
- carry out other duties in line with the role, as requested by the Premises Manager

Person Specification – Lettings Caretaker

Criteria	Essential	Desirable
Qualifications	• Good standard of literacy and numeracy	• Health & Safety qualification • First aid qualification
Experience	• Experience of working in a customer-facing environment	• Experience in a school, caretaking, facilities or site management role
Skills & Abilities	• Good communication and interpersonal skills • Ability to work independently • Reliable and organised • Ability to undertake basic maintenance and manual handling tasks • Ability to manage multiple priorities	
Personal Qualities	• Trustworthy, punctual and professional • Flexible approach to working hours • Friendly and approachable manner • Commitment to high standards of customer service • Ability to remain calm under pressure	

LET is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.

LET is committed to equality and diversity. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other protected characteristics.

We offer family friendly and flexible working arrangements.

Lumero Educational Trust

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