

Candidate brief for the position of: Caretaker Vacancy

Application Deadline – Wednesday 4th November 2026, 9am

Suitable candidates will be interviewed before the closing date and Lumero Educational Trust reserves the right to withdraw the position if an early appointment is made.



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 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.

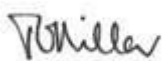
This is an exciting opportunity for a motivated and passionate individual to join our team and make a real impact upon on our students, helping to shape their future.

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.

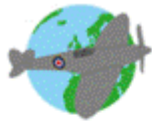
We very much look forward to hearing from you.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'T Millar'.

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**

Job Description – Caretaker Vacancy

Job Title:	Caretaker Vacancy
Location:	Based at Pratts Bottom
Reports to:	Estates Manager
Working with:	Working as a member of team
Salary:	NJC Pay Scale 3 point 4 (outer London) Actual salary £20,821
Working Hours:	5 hours per week, 7:00am to 12:00pm, 52 weeks per year - 3 hours at Pratts Bottom and Chelsfield Primary School - 2 hours as above or at local Orpington Primary Schools Hours can be worked flexibly 6:00am to 11:00pm subject to operational requirements.
Contract Type:	Permanent Part-time position
Date:	Start date: ASAP

Job Purpose:

At Lumero Educational Trust (LET) we have a strong focus on building a diverse and inclusive environment for all staff and the wider school community. We welcome applications from all qualified applicants.

The key purpose of the Caretaker is to support the Estates Manager to ensure the effective management, organisation and supervision of all premises matters relating to the LET. LET 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 LET school buildings and grounds.

The role would involve carrying out morning opening duties for Pratts Bottom Primary School and Chelsfield Primary School, followed by supporting at local Orpington schools and/or undertaking additional duties on site as required. (It would be based by Pratts Bottom Primary School.)

They must hold a driving licence and be prepared to use their own vehicle (mileage will be reimbursed).

All LET employees are expected to be fully committed to the ethos and aims of the schools and trust. In return, the trust offers a highly supportive environment with a strong focus on staff wellbeing including an Employee Assistance Programme, available to all staff.

To find out more about us we recommend you look at our website and, of course, you are most welcome to reach out if you have any questions about the role. Please email: JHawkins@lumero.org in the first instance. Site visits are highly encouraged.

Core responsibilities

Organisation and Management

- Working as a member of the Estates Site Team, the Caretaker will be line managed by the Estates Manager to ensure the school site is maintained safely and securely. The Caretaker will meet the operational requirements of the school buildings and grounds and be responsive to the needs of the school.

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 Estates Manager, 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 Estates Manager. 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 test o Monthly emergency lighting test

Maintenance

- The Caretaker will be responsible for reporting appropriate cleaning standards and escalating issues as necessary or as directed.
- The Caretaker will carry out minor reactive and preventative maintenance, where practicable, and under the direction of the Estates Manager/Estates Supervisor. 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 electronic platforms i.e. emails and collaboration platform for Estates management.
- The Caretaker will organise portage 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 Estates Manager 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 Head and/or Estates Manager as appropriate.
- The Caretaker will be the liaison with other building users (including those hiring school Estates) to ensure the premises meets all stakeholder requirements. The Caretaker may be called upon to perform any other reasonable site-specific premises maintenance task.

Person Specification Skills and Abilities

- Ability to use relevant equipment, materials and chemicals.
- Competent in the use of google suite or similar 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.
- Driving licence and access to the use of your own vehicle would be desirable. 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.

Safeguarding and Equal Opportunities

LET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to a satisfactory Enhanced Disclosure and Barring Service check as well as references.

LET is committed to promoting and building a diverse and inclusive climate by extending diversity and inclusive awareness throughout our community. We aim to build and sustain a diverse and inclusive community where all individuals are appreciated and respected. LET 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.

Applications

We are looking forward to receiving your application. Please apply, preferably online, using the LET Application Form, Job Description and Person Specification and explain, in your supporting statement, why you would particularly suit this position. Please note that we cannot accept CVs and that references will normally be taken up before the interview. Furthermore, please be aware that we will carry out a soft digital search for all candidates ahead of their interview. Applications should be emailed to HRPrimaries@lumero.org

We are an equal opportunities employer and are committed to fostering a diverse, inclusive culture. We particularly encourage applications from candidates from backgrounds currently underrepresented in our staff body.

Application Process

How to apply

Applicants should complete the application form and submit it to HR@Lumero.org by 9am on Wednesday 4th November 2026.

Any expression of interest in the role please email jhawkins@lumero.org

Interview Process

Candidates will be shortlisted, and successful candidates will be contacted directly by J Hawkins.

- i. Suitable applications will be shortlisted for interview as quickly as possible.
- ii. If you are successful, you will receive either 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
 - have an opportunity to meet with staff.
 - be expected to conduct a number of tasks to test areas required as per the person specification.

- attend a panel interview.

However, we reserve the right to interview and appoint to this position before the advertised closing date.

Applications will therefore be considered as they are received, and interested candidates are encouraged to apply at the earliest opportunity.

Should an exceptional candidate be identified, the vacancy may be closed early.

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.

Lumero Educational Trust

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St Nicolas Lane, Logs Hill, Chislehurst, Kent BR7 5LJ

Website: www.lumero.org

Email: enquiries@lumero.org



Lumero
EDUCATIONAL TRUST

