



CANDIDATE PACK

Caretaker



Start date:
September 2026

Location:
Old Homesdale
Road, Bromley
BR2 9LJ



About Us

Bromley Beacon Academy (BBA) is a member of London South East Academies Trust, a MAT consisting of schools which are a mix of special, alternative and main stream provisions. BBA converted to academy status in February 2016 and is designated as a Social Emotional Mental Health (SEMH) school, located on three sites in the London Borough of Bromley, namely, Midfield (BTAM -KS1), Orpington (BBAO - KS2&3) and Bromley (BBAB - KS4&5) of Bexley.

At the Bromley campus (BBAB), we cater for 14-19 year olds with a focus on embedding core skills in addition to vocational qualifications including, Music, Food Studies, Construction and Motor Bike.

**BROMLEY
BEACON
ACADEMY**





About the Trust

Our school is part of London South East Academies Trust - a multi academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk



Bromley Beacon Academy strives to develop pupils who are responsible and respectful with a strong moral purpose. SMSC supports this development so that our pupils become life-long learners, who play constructive roles as citizens in our diverse and multi-cultural society.

Values

Relationship

Integrity

honesty

Trust

Teamwork

Job Description

Job title: Caretaker

Salary: H13 to H17 on the LSEAT Harmonised pay scale

Position Status: Permanent

About our Vacancy:

We're looking for a practical, reliable and proactive Caretaker to join our team at Bromley Beacon Academy, Bromley. You'll play a vital role in making sure our school is clean, safe and well-maintained for all pupils, staff and visitors.

Reporting to the Premises Manager, you'll carry out a range of duties including cleaning, general maintenance, basic repairs, site security, and portering. You'll also support health and safety compliance across the site, help supervise cleaning staff and liaise with contractors as needed.

This is a hands-on role where your ability to take initiative, solve problems and work flexibly will be essential. There's also some requirement for out-of-hours work, including occasional early starts or late finishes.

We're keen to hear from people with experience in caretaking or site maintenance roles, and a good working knowledge of health and safety. You'll need basic DIY skills, a practical mindset and the ability to work well independently or as part of a team. Most importantly, you'll share our commitment to creating a safe and welcoming school environment for all.

Bromley Beacon Academy is an all through Social, Emotional and Mental Health School (SEMH) in Bromley, offering a specialist educational provision to pupils in Key Stages 1 to 5 who have an EHCP or Statement for SEMH as their primary need. The school converted to an academy in February 2016 and joined London South East Academies Trust. London South East Academies Trust, part of the Elevare Group, is a thriving multi-academy Trust consisting of schools offering special, mainstream and alternative provision.

We offer a comprehensive and bespoke CPD programme throughout the year and have a good record of upskilling staff at all levels.



Job Description

Main purpose of the role:

The Caretaker is responsible for:

- Maintaining clean, safe and secure school premises, which includes buildings and grounds
- Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, portering, and minor repairs
- Some supervision of school cleaning staff
- Promoting health and safety around the school

Duties and responsibilities

- Carry out portering duties, such as moving furniture and equipment around the school
- Maintain the general school premises, furniture and fittings, and report any issues to site manager
- Carry out small repairs and DIY projects
- Arrange larger repairs and obtain quotes from contractors
- Carry out daily cleaning and ad-hoc duties, such as litter picking and arranging the disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Arrange an annual deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on school premises
- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels
- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks as required, including on legionella risk, play equipment, safety equipment, and any hazards on school premises; report any problems to site manager
- Provide safe access to the school in cold weather conditions
- Make sure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice and quality of work
- Be committed to the safeguarding and promotion of the welfare of children and young people



- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required
- Ensure that cleaning staff carry out their duties professionally and effectively
- Proactively making checks in all areas of the school on a regular basis
- Ensure contractors and external visitors comply with security and health and safety while on school premises

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher

Person Specification

Criteria	Qualities
Qualifications	English & Maths pass grade
Experience	<ul style="list-style-type: none"> • Caretaking • Building maintenance • Security, including alarm systems • Cleaning work • Some DIY • Working in a team • Working with contractors
Skills and knowledge	<ul style="list-style-type: none"> • Good knowledge of health and safety regulations • Ability to work flexibly, independently and as part of a team • Basic DIY skills • Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none"> • Good knowledge of health and safety regulations • Ability to work flexibly, independently and as part of a team • Basic DIY skills • Ability to plan, organise and prioritise

Criteria	Qualities
Physical requirements	<ul style="list-style-type: none"> • Be reasonably fit to carry out the duties of the job • Able to carry out some manual handling and lifting • Able to carry out work at high levels using appropriate equipment

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General requirements

Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote the our STARS values, contributing positively to our culture and reputation.

Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.



How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

