



## Federation of St Giles and St John

Kinlet C of E Primary School,  
School Lane, Kinlet, Nr. Bewdley, DY12 3BG  
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### The Governors of the Federation of St Giles and St John are looking to appoint a **Cleaning Supervisor and Caretaker**

#### **Cleaning Supervisor**

**Grade 3 (SCP 5)**

**£13.26 per hour**

**12.5 hours per week (2.5 hrs per day) Monday to Friday pm  
plus 4 weeks periodic cleaning**

#### **Caretaker (level 1b)**

**Grade 4 (SCP 6)**

**£13.47 per hour**

**5 hrs per week**

**5 hours per week (1 hr per day) Monday to Friday pm  
plus 4 weeks periodic cleaning**

**Date Required:** ASAP

**Post Occupancy:** Permanent

**Closing Date for Applications:** 27<sup>th</sup> April 2026

**Interview Date:** 30<sup>th</sup> April 2026

**Post Grade and SCP:** Grade 3 (SCP 5) £13.26 per hour and Grade 4 (SCP 6) £13.47 per hour

#### **Cleaning Hours - Work Schedule**

**12.5 hrs per week**, term time + 4 weeks periodic cleaning = 49.23 weeks per year.

5 days a week, 2.5 hrs per day cleaning

Monday, Tuesday, Wednesday, Thursday & Friday ideally between hours of 3.00-6.00pm

but there may be flexibility in times i.e. early morning start for the right candidate after a trial period.

#### **Caretaker - - Work Schedule**

**5 hrs per week**, term time + 4 weeks periodic caretaking = 49.23 weeks per year.

5 hrs per week 1 hr a day or can be accumulated depending on need. Caretaking role can be done before or after the cleaning depending on the daylight hours and time of year.

Potential for more hrs to be claimed if demand arises and time of year. Can be reviewed plus 4 weeks periodic caretaking in holidays.

**Hours:** Total of 17.5 hrs across both roles

Under the instruction and guidance of appropriate senior staff, we are seeking to appoint a motivated, well organised cleaning supervisor and caretaker, to join our small and friendly

team, to ensure a clean and hygienic school environment and provide maintenance and security services on the school site and premises.

The ideal candidate would have:

- General cleaning experience and willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards.
- Good standard in literacy and numeracy
- Ability to work on own and as part of a team
- Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures.
- Willingness to gain knowledge of health and safety procedure and precautions.
- Willingness to gain awareness of COSHH regulations.
- Willingness to use relevant equipment.
- Ability to relate well to children and adults.

Kinlet CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to a Disclosure Barring Service check before appointment is confirmed.

If you would like to arrange a visit to our school please phone the school office on 01299 841210 or e-mail: [admin.kinlet@sgsifed.shropshire.sch.uk](mailto:admin.kinlet@sgsifed.shropshire.sch.uk)

Application forms and further details can also be found on our website:

[www.kinlet.shropshire.sch.uk/vacancies](http://www.kinlet.shropshire.sch.uk/vacancies)