



# Snodland Town Council

Council Offices, Waghorn Road, Snodland, Kent, ME6 5BQ

Telephone: 01634240228

[www.snodlandcouncil.co.uk](http://www.snodlandcouncil.co.uk)

Email: [enquiries@snodlandcouncil.co.uk](mailto:enquiries@snodlandcouncil.co.uk)

## Cleaner/Caretaker

Snodland Town Council offices, 4 Waghorn Road, Snodland – 1 hour a day – 5 days a week  
Snodland Chapel and toilet, Snodland Cemetery, Cemetery Road, Snodland – 1 hour - once a week

- Salary – £13.05 per hour (pay award pending)
- Hours – flexible (morning before 8am or afternoon after 5pm)
- Caretaker/keyholder of Waghorn Road, Snodland
- Contract – Permanent, required as soon as possible

### Main Duties

- Cleaning designated areas – Snodland Town Council offices
- Acting as a keyholder and undertaking security procedures
- To lock and unlock the building at varying times
- To recognise and report any defects to the office
- Liaise with members of the public/Councillors and officers
- To cover other duties when called upon in an emergency
- To vacuum, dust and clean the Chapel and toilet, once a week

We require a flexible individual, to provide a clean and safe environment for all users of Snodland Town Council offices. Who is prepared to cover some evening/weekend work to lock and unlock the offices for bookings/events.

- Knowledge of COSHH procedures and first aid certificate would be desirable but not essential, training would be given.
- To attend training courses arranged by Snodland Town Council.
- To be able to work on their own and under own initiative.
- The use of stairs and some heavy liftings (tables/chairs) are involved.

A Police check is required for all employees.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, sex, sexual orientation, gender identity, national origin, age or disability status.

Please send a letter of interest and a copy of your CV to [enquiries@snodlandcouncil.co.uk](mailto:enquiries@snodlandcouncil.co.uk)  
Closing date – 30 April 2026

Please note, we may shortlist and interview candidates before the closing date if suitable applications are received. Early applications are encouraged.