



West Kirby
Grammar School

Cleaner 17.5 hours or

Cleaner & Lunchtime Supervisor 25 hours per week

October 2026

£12.71 per hour + membership of Merseyside Pension Fund

All Year Round contract

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£12.71 per hour + membership of Merseyside Pension Fund

We are seeking to appoint an enthusiastic, reliable and able cleaner to join our in-house cleaning team.

We are able to offer the successful candidate one of two working patterns:

Option A – Cleaner: 17.5 hours per week

Monday to Friday

7:00am–8:30am and 3:30pm–5:30pm

Option B – Cleaner/Lunchtime Supervisor: 25 hours per week

Monday to Friday

12:30pm–5:30pm

During term time, the 25-hour working pattern will normally comprise lunchtime supervision duties from approximately 12:30pm–2:00pm, followed by cleaning duties from approximately 2:00pm–5:30pm.

During school closure periods, the contracted hours will be used for cleaning and associated duties.

Only one appointment will be made. Applicants are invited to indicate whether they wish to be considered for the 17.5-hour working pattern, the 25-hour working pattern, or either option.

Both working patterns are all year round, although working hours may be compressed during school holidays.

Prior experience in a similar cleaning role is desirable, but not essential. Candidates interested in the 25-hour working pattern should also be confident working with and supervising secondary-age students. Additional training will be provided.

West Kirby Grammar School is a highly successful selective girls' school with a coeducational Sixth Form. There are approximately 1,200 students on roll, and results are exceptional. In 2026, at GCSE 17% of all grades were at grade 9 and 87% at grades 9–8. At A-level, 64% of grades were A*–B, with the average grade being a B.

Further information and an application form are available to download from the School's website at www.wkgs.org or by contacting the School on 0151 632 3449.

How to Apply

Complete the support staff application form and supply a letter, of no more than two sides, explaining why you wish to join our Site Team and what skills and experience you can bring to the school.

Please state clearly within your application whether you wish to be considered for:

- the **17.5-hour Cleaner working pattern**;
- the **25-hour Cleaner/Lunchtime Supervisor working pattern**; or
- **either working pattern**.

WKGS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to an enhanced DBS check.

Please note that we do not accept CVs or approaches from Recruitment Agencies.

Closing date: Monday 12th October 2026 at 9 am

Interviews: Friday 16th October

Job Description

Cleaner 17.5 hours or Cleaner/Lunchtime Supervisor 25 hours per week

October 2026



Job title: Cleaner

Reporting to: Site Manager

Grade: National Minimum Wage - £12.71 per hour + membership of Merseyside Pension Fund

Salary: Payable monthly on the 18th of the month based on the contracted hours

Hours and Working Pattern

One appointment will be made under one of the following working patterns:

Option A – Cleaner

17.5 hours per week

Monday to Friday

7:00am–8:30am and 3:30pm–5:30pm

Option B – Cleaner/Lunchtime Supervisor

25 hours per week

Monday to Friday

12:30pm–5:30pm

During term time, the normal working pattern will be:

12:30pm–2:00pm – Lunchtime supervision duties

2:00pm–5:30pm – Cleaning duties

During school closure periods, the contracted hours will be used for cleaning and associated duties.

Both working patterns are **all year round**, although working hours may be compressed during school holidays.

Key Role/Function

To provide high standards of cleanliness throughout the school, working individually as well as part of a team.

For the 25-hour working pattern, the role will also include responsibility for helping to provide a safe, calm and well-supervised environment for students during the lunchtime period.

Specific Duties

Cleaning Duties – applicable to both working patterns

- Be responsible for ensuring the cleanliness of designated areas and for maintaining high and consistent standards.
- Take initiative to perform cleaning and tidying tasks that are not specifically contained within the rota but require attention as part of maintaining overall high standards.
- Liaise with the Site Manager, Housekeeper and other members of staff as required to ensure the cleaning rota operates smoothly.
- Report cleaning supplies requirements and stock levels to the Housekeeper.
- Ensure compliance with Health & Safety requirements, quality standards and general school procedures.
- Work as part of a team to meet required standards and school objectives.
- Report any Health & Safety issues to the Site Manager and Housekeeper.
- Report any obvious defects, including blocked toilets, broken fixtures and fittings or other maintenance concerns, to the Housekeeper during the completion of duties.
- Undertake any other reasonable duties requested by the Site Manager or Housekeeper.

Additional Lunchtime Supervision Duties – applicable to the 25-hour working pattern only

During term time, the postholder will also:

- Actively supervise students during the lunchtime period in dining areas, social areas, outdoor areas and other parts of the school as required.
- Help ensure that students are safe and appropriately supervised throughout the lunchtime period.
- Support the smooth running of the dining areas and help ensure tables and surrounding areas are kept clean and orderly.
- Help maintain appropriate standards of student behaviour and reinforce the School's expectations and Behaviour Policy.
- Support teaching staff and other members of the Lunchtime Supervision Team as required.
- Monitor student activity and respond appropriately to incidents or concerns.
- Report accidents and ensure that appropriate school procedures are followed.
- Record and report inappropriate student behaviour or serious incidents to the appropriate member of staff.
- Promote a safe, calm and positive environment for students throughout the lunchtime period.
- Undertake any other reasonable lunchtime supervision duties appropriate to the role.

Person Specification

Cleaner 17.5 hours or Cleaner/Lunchtime Supervisor 25 hours per week

October 2026

Job title: Cleaner

Reporting to: Site Manager

Grade: National Minimum Wage - £12.71 per hour + membership of Merseyside Pension Fund

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

E: Essential D: Desirable

1. Qualifications

Good general education – **E**

Willingness to participate in relevant development and training opportunities – **E**

2. Experience

Previous experience of cleaning in a workplace environment – **D**

Experience of working effectively as part of a team – **E**

Experience of working in a school or similar environment – **D**

3. Knowledge, Skills and Personal Qualities

Ability to communicate appropriately with a wide range of people – **E**

Ability to use initiative and work effectively without continuous supervision – **E**

Ability to respond flexibly to changing demands of the post – **E**

A positive approach and pride in maintaining high standards – **E**

Reliability and good timekeeping – **E**

Ability to work effectively as part of a team – **E**

Awareness of Health & Safety within the workplace – **D**

4. Additional Requirements for the 25-hour Working Pattern

The following requirements apply specifically to candidates wishing to be considered for the 25-hour Cleaner/Lunchtime Supervisor working pattern.

Ability to relate positively and appropriately to secondary-age students – **E**

Ability to maintain a calm, consistent and professional approach when supervising students – **E**

Confidence in responding appropriately to student behaviour and following school procedures – **E**

Ability to identify and report concerns appropriately to other members of staff – **E**

Previous experience of working with, supervising or caring for children or young people – **D**

Basic awareness of safeguarding and student welfare – **D**

5. Special Requirements

Ability to maintain confidentiality – **E**

Professional approach to conduct, attendance and dress – **E**

Willingness to work within the policies, procedures and values of West Kirby Grammar School – **E**

Enhanced DBS clearance and satisfactory identity and employment checks – **E**

Excellent references – **E**





Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at West Kirby Grammar School.

We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- In-house Wellbeing Manager available to all staff, and Staff Wellbeing Committee that monitors and responds to staff needs.
- A flexible and generous approach to family appointments and child events
- Access for all staff to self-referral Health & Wellbeing Support package
- Complimentary tea and coffee
- Complimentary Christmas Dinner for all staff each year
- Staff Christmas Cake baking event
- Complimentary coffee and cake mornings or afternoons
- Opportunities for professional development always considered
- Headteacher 'Open Door' Policy at all times
- On site car valeting offered

Life in West Kirby

WKGS is a nurturing and supportive institution with exceptional rates of staff retention. Very few staff move on each year and these are largely due to opportunities for promotion or staff retirement.

West Kirby is a fantastic place to work and live. Found on the North West coast, it is regularly rated in The Times as one of the Top 10 places to live in the North West. Just half an hour by train from Liverpool, it is a beautiful seaside town with a high street full of independent shops, the Marine Lake, the picturesque Hilbre Island and miles of sandy beaches.



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