

LANTERN CARETAKER

PAY SCALE	Grade 4 SCP 6 £26,847 (pro rata)
CONTRACT TYPE	Permanent 13.50 hours per week
LOCATION	The Lantern, Shrewsbury
CLOSING DATE	20/09/2026

Our vision is - Shropshire living the best life.

Shropshire Council is a unitary authority which serves the rural county of Shropshire. One of the most important things about working here is the knowledge that you're working to help others and the real sense of achievement and purpose that brings.

The people of Shropshire are rightly proud of their county's assets, its natural beauty, its history, its diverse economy, its vibrant culture.

About the role

Working within our supportive Property Services Group as part of the wider Property and Development team, you will play an important role in helping The Lantern operate safely, smoothly and efficiently for staff, visitors and building users.

As Lantern Caretaker, you will be responsible for the day-to-day caretaking of the building, including opening and closing the site, carrying out routine security checks, preparing rooms and work areas, and helping to maintain a clean, safe and welcoming environment.

The role includes undertaking minor repairs and maintenance tasks, reporting defects, monitoring standards within the building, supporting contractors and deliveries on site, and ensuring equipment, lighting, heating and general facilities are operating effectively. You will also support room set-up and practical arrangements for activities taking place at The Lantern.

You will help maintain high standards of health and safety, respond to day-to-day issues in a practical and timely way, and contribute to the security, upkeep and presentation of the premises. This is a hands-on role suited to someone who is reliable, proactive and takes pride in providing a high-quality service.

You will work closely with colleagues, service users, contractors and visitors, providing a helpful and professional presence on site and ensuring the building remains safe, secure and ready for use throughout the working day.

If you are practical, dependable and customer-focused, and you enjoy working in a role where no two days are the same, we would love to hear from you.

About you

You will be a practical and organised individual with experience of caretaking, site support, facilities or building maintenance work. You will be confident carrying out routine checks, minor repairs, and day-to-day tasks that help keep a building safe, tidy and operational.

You will have a proactive approach, good awareness of health and safety, and the ability to communicate effectively with colleagues, contractors, service users and members of the public. Reliability, flexibility, and a strong sense of responsibility are essential, particularly in relation to security, keyholding and maintaining a welcoming environment. Full training and support will be provided.

Benefits

We value our employees and offer staff rewards and plenty of opportunities for personal development, apprenticeships and career progression including:

- Generous annual leave commencing at 28 days increasing with service to 33 days (pro rata for part time). With additional annual leave purchase policy.
- Access to a benefits platform with a wide range of retail discounts and salary sacrifice schemes (cars, bikes, AVCs)
- Employer contribution Pension Scheme [Shropshire County Pension Fund](#)
- Supportive carers and parental policies (maternity, paternity, adoption leave, special leave)
- Many opportunities for flexible and agile working, we offer a hybrid model of working to promote flexible working around personal and family commitments.
- Access to counselling and occupational health services
- Staff networks

How to apply

We would love to get to know you more so please give us a call if you would like to discuss this role or our team. You can contact Pat Woods 01743 252896.

When you are ready to apply, you will need to complete the online application form detailing what you can bring to the role which is outlined within the job description and how you meet the job requirements within the person specification. We look forward to hearing from you!