

## VANDYKE UPPER SCHOOL

Vandyke Road, Leighton Buzzard,  
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### Assistant cleaning supervisor

#### REQUIRED ASAP

NJC Level 2D (points 4-6) from £16,123 - £16,638 per annum for 25 hours per week term-time, plus 100 hours per year to be worked outside term-time (based on full-time salary of £25,185-£25,989). Term time working hours Monday-Friday 6.00am-8.30am & 3pm-5.30pm. 100 hours per year to be worked during Easter and summer holiday periods.

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We are looking to appoint a full-time assistant cleaning supervisor. A school cleaning supervisor plays a vital role in ensuring a safe, hygienic, and welcoming environment for students, staff, and visitors.

They are responsible for managing a dedicated team of cleaners, assisting coordinating daily schedules, and conducting rigorous inspections to maintain high standards of cleanliness across classrooms, corridors, and communal areas. Key duties often include overseeing the safe use and storage of chemicals in compliance with COSHH regulations, managing stock levels for essential cleaning supplies in conjunction with the senior site agent, and providing hands-on training to ensure all staff adhere to health and safety protocols.

A school cleaning supervisor must maintain a high level of professionalism and discretion, as the nature of the role often grants access to sensitive areas such as staff offices and student records. You are expected to strictly adhere to General Data Protection Regulation (GDPR) and the Data Protection Act 2018, ensuring that any personal information encountered during your duties is never disclosed to unauthorised parties. Furthermore, you play a critical role in safeguarding; while you must respect privacy, you have a legal and moral duty to report any concerns regarding a child's welfare to the Designated Safeguarding Lead (DSL) immediately. By managing your team with a clear understanding of these confidentiality protocols, you help build a trusted environment where the safety and privacy of the school community are paramount.

You will be joining a thriving school with a reputation for high quality staff and student relationships. The school is over-subscribed with 1520 students on roll with large Sixth Form of 420.

We had a monitoring inspection from OFSTED in January 2024. The highly complimentary report stated that "Pupils at Vandyke are proud and articulate ambassadors for their school. They enjoy learning and achieve well. They thrive as a result of the school's ambition for all pupils to become 'world ready citizens' Pupils are confident, courteous and aspirational. They behave well at all times".

The school is committed to safeguarding and promoting the welfare of young people. References and an online search will be carried out for all shortlisted candidates. An enhanced DBS check is required for all successful applicants.

Visits to the school can be arranged by contacting Jo Sessions.

**Please visit our website at [www.vandyke.beds.sch.uk](http://www.vandyke.beds.sch.uk) for further information and an application form, or contact Mrs Jo Sessions, PA to Headteacher on 01525 636700 or via email [recruitment@vandyke.cbeds.co.uk](mailto:recruitment@vandyke.cbeds.co.uk).**

**Closing date: 12 noon, Monday 1<sup>st</sup> June 2026**

**Interviews will follow shortly after this date**

Once we have received sufficient applications the vacancy may close, so if you are interested you are advised to apply immediately. If you are short-listed for interview, details will be sent to you via email to the address provided on your application form. You are therefore advised to check your email on a regular basis.