



JOB DESCRIPTION

ASSISTANT CLEANING SUPERVISOR

Level: 2D

Responsible to: Senior Site Agent

Job Purpose: *To assist with supervising a team of cleaning staff to ensure standards of cleaning within the school are met. To carry out cleaning duties as required*

Reviewed: February 2026

Main Duties and Responsibilities:

1. To assist the cleaning supervisor with organising the working rotas of a team of cleaning staff and supervise these staff on a daily basis.
2. To assist the cleaning supervisor with planning and organising the deep cleans during the Easter and summer school holiday periods.
3. To organise additional cleaning after lettings.
4. To undertake daily cleaning duties, in line with job description for a cleaner, and substitute for absent staff as required.
5. To undertake the inspection of toilets, urinals, showers etc. and replenish soap and toilet tissue.
6. To monitor the work of the team of cleaners and complete record forms as appropriate.
7. To maintain any records required.
8. To assist with the instruction and training of new staff and retraining if cleaning is not up to standard.
9. To check cleaned areas are left secure, including windows closed and doors locked (as appropriate).
10. To organise cleaning materials prior to the arrival of cleaning staff and ensure materials and equipment are stored appropriately after the clean.
11. In the absence of the cleaning supervisor, to keep a check on cleaning materials and inform the Senior Site Agent in good time to reorder to avoid shortages.



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VANDYKE UPPER SCHOOL

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12. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
13. To undertake any other duties of a similar level and responsibility as may be required.



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