

INFORMATION FOR APPLICANTS

WORKING AT WYKE SIXTH FORM COLLEGE



INTRODUCTION

Application for the Post of: **Lunch-Time Supervisor / Cleaner**

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is 9am on Monday 10th August 2026. Interviews will be held on Friday 14th August 2026.

Included in this pack is some information about the Cleaning Department, an outline job description and a person specification.

You will also find a link to the following form which needs to be completed and submitted to the College:

Application Form (please do not replace with your CV)

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, qualification, barring, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. If you have not heard from us within four weeks of the closing date, your application will have been unsuccessful on this occasion.

Yours sincerely

Shell Clarkson

WORKING AT WYKE

Wyke is a successful and highly ambitious Sixth Form College whose aim is to be the best college in the country. We are an established, popular College with an outstanding reputation in the locality. The college draws students from Kingston-Upon-Hull, East Riding of Yorkshire, and further afield. The largest and one of the most successful A-level provider in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

We currently have over 2400 students and around 220 members of staff. We offer a wide range of A Level courses as well as some highly successful Vocational courses, both those equivalent to one, two and three A-levels, and a small number of GCSEs.

Each A-level, GCSE or Vocational is allocated 4 x 70 minute lessons and a full time teacher will teach 5 of these 'blocks'. The teaching day begins at 9a.m. and finishes at 4p.m. On some mornings full staff or faculty briefings are held at 8.45a.m. to keep staff up to date with what is happening around the college and allow a time for them to catch up with each other.

We have an excellent team of staff and their continuing professional development is a priority at Wyke. The approach for this was recently revised so that so that members of staff fall into one of a number of development strands e.g. 'Aspiring Leaders', 'Lead Learners', 'Pastoral', 'Administrative'. Some development activities take place on one of the four Development Days spread across the year while other sessions are during afternoon workshops or independent activity which happens whenever is convenient for the staff members involved. Our plan is that every member of staff will have an entitlement to a significant amount of development every year and we also offer a system for people to log that development, including any activities undertaken independently.

We offer a welcoming college with supportive management and a strong team atmosphere as well as a modern environment. We are lucky to work with great students who are here to learn and have chosen their subjects so standards of behaviour are high.

WORKING AT WYKE

Our employees at Wyke 6th Form College have access to a number of different benefits including:

- Generous pension schemes
- Generous holiday entitlements
- Significantly enhanced sick pay
- In service life cover
- Structured pay grades
- Funded development opportunities
- Free tea and coffee
- Employee Assistance Programme— which includes access to GP appointments, counselling and legal advice
- Other mental health support including Mental Health First Aiders on site
- Occupational Health support
- Flu-jabs
- Cycle to Work Scheme
- Multi-faith room
- Subsidised food costs
- Subsidised social events
- Use of library facilities
- Staff sports classes
- Opportunities to travel with college trips

THE CLEANING DEPARTMENT AT WYKE SIXTH FORM COLLEGE

Wyke is a well subscribed, highly successful Sixth Form College with an outstanding reputation. We teach mainly 16-18 year old students from Hull, the East Riding and further afield.

We require a Cleaner to work alongside an experienced and reliable team of cleaners who work with best interests of our College and students at heart. You will normally be responsible for a set area although some flexibility will be required. We currently have 5 modern buildings housing around 2000 students & 200 staff. Duties for this role involve the full range of cleaning tasks.

The successful candidates will have high standards and a positive attitude to their role. They will be happy to work independently and also be able to work with others when needed.



JOB DESCRIPTION

Job Title :	Lunch-Time Supervisor/Cleaner
Postholder's name:	
Reporting to :	Cleaning Supervisor
Overall Purpose:	To ensure the behaviour of students is to an acceptable standard, in line with the college's behaviour management policy, and further to maintain a safe and
Policy and Procedure:	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including conduct, health and safety, safeguarding, appraisal and equality and diversity.
Key Duties	
Key Duties:	To supervise students on college premises and grounds. To supervise students who use catering facilities at the college. To use initiative in monitoring events occurring on the premises and grounds. To report any relevant matters or dangers to your line manager and College Leadership Team. To ensure a safe environment (e.g. by reporting broken glass to the Premises Team). To report any minor injuries to the Premises Team and or your line manager. To undertake ancillary duties as necessary (i.e., cleaning tables and dining area, picking up litter). To watch for intruders on the site during periods of duty. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training. To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job. Undertake all appropriate CPD training and comply with the terms of the Health and Safety at Work Act 1974 as laid down within such training
Other Duties:	This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and training		First Aid qualification
		Health & Safety qualification
		Cleaning experience
Knowledge and experience	Understanding of and commitment to, the safeguarding of students	
	Experience of working with young	
	Effective communication with young adults	
Other qualities	Willingness to undertake appropriate	
	Awareness of Safeguarding, Health and Safety issues and equality re-	

FURTHER INFORMATION CONTACT

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Wyke
SIXTH FORM COLLEGE

www.wyke.ac.uk