



RADLEY

# Caretaker Supervisor

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

[www.radley.org.uk/employment/working-at-radley](http://www.radley.org.uk/employment/working-at-radley)

# Information and Background

Radley College is an independent full-boarding school of boys situated five miles south of Oxford. We are fortunate to enjoy a stunning rural setting inspired by the nearby city and university. The hallmark of Radley remains its warmth, generosity, and kindness, we work hard to create an environment where boys will be happy, grow in self-confidence, thrive academically, and make the most of the many opportunities we offer.

It is an extraordinarily busy and vibrant place: everyone is encouraged to be fully involved in a wide variety of activities outside the working day, with staff encouraged to see the plays and concerts put on by pupils. Further information about the school may be found on our website [www.radley.org.uk](http://www.radley.org.uk).

The Housekeeping Department within Radley College is the largest operational department in the school. The Housekeeping Manager is currently supported by three supervisors and a department administrator. They have management responsibility for the sewing room team, a team of 9 caretakers and 75 domestic cleaners. The department also encompasses the in-house laundry team of 7 which is open for the majority of the year, with a reduced offering in the College holidays.



# The Role

The Housekeeping Supervisor plays a key hands-on role in supporting the daily operations of the Housekeeping Department. This position ensures the delivery of a high-quality, efficient, and responsive housekeeping service across the College. The department operates seven days a week, year-round, providing essential services to both the College community and its external commitments.

## Main Duties and Responsibilities

- To monitor, supervise and be responsible for the welfare of the allocated team in order to maintain and deliver a quality service to the set work schedules and procedures.
- Assist the Housekeeping Manager, when necessary, with staff meetings and carry out return to work interviews with staff.
- To assist with the induction of new staff to achieve the standards expected. To be responsible for 'one to one' follow up training in the work area to ensure these standards are met.
- Provide feedback to staff on quality of cleaning standards and provide information, advice and guidance as necessary.
- To ensure that all procedures for security, safety, health and fire procedures are adhered to in accordance with Health and Safety policies.
- Assist with the requirements of College events, including internal events, commercial events, external lettings and College house moves.
- Communicate effectively with the housekeeping management team and other departments.
- Resolve issues between staff and escalate to the Housekeeping Manager when necessary.
- Log maintenance tickets when requested.
- Keep log of jobs identified for completion in school holidays.



# Person Specification

- This role is hands on, and it is expected that you will work alongside the team, so previous experience in a similar role or someone who can utilise their skills to oversee, and expand the knowledge of the team
- Experience of managing people and/or working in a large team.
- Knowledge of health and safety regulations and cleaning best practices.
- Excellent organisation, planning and IT skills.
- Effective communicator.
- Able to deal with people at all levels with tact and diplomacy.
- Adaptable and flexible in approach.
- Resilient and physically fit to cope with the demands of the job.
- Ability to work flexible hours, including early mornings, evenings or weekends if required.
- There is an expectation that you will be available for up to 6 weekends a year for which a day off in the week will be given.

# Staff Benefits

- 25 days holiday per annum, this increases by one day per year until a maximum of 30 days has been reached.
- Pension – contributory group personal pension scheme.
- Death in service benefit (if a member of the pension scheme).
- College Sickness Scheme
- Reduced membership of the College's sports centre (£50pa) and other sporting facilities, including a nine-hole golf course.
- Employee Assistance Programme.
- Free parking on site.
- Free meals during term time



# How to apply

Applications can be submitted via the link on the school website [www.radley.org.uk/employment](http://www.radley.org.uk/employment).

We reserve the right to consider applications as they arrive.

If you have any questions or would like to discuss the vacancy please contact the HR department - [hr@radley.org.uk](mailto:hr@radley.org.uk).

## SELECTION PROCESS

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, in order to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

In the event of not being successful, please be assured that all copies of identification will be destroyed.

# Safeguarding

Safeguarding is at the heart of all we do in the school and the school expects all employees to share its commitment to the safeguarding and welfare of its pupils. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 and Keeping Children Safe in Education and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with the College's and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. You will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.