



RADLEY

Cleaner

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)

# Culture 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).

## Information and background

The Housekeeping Department within Radley College is the largest operational department in the school. The Head of Domestic Services is currently supported by a deputy manager, two 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

We are seeking friendly, reliable individuals with a good sense of humour, who enjoy working both independently and as part of a team.

Radley College is a vibrant community, home to pupils, staff, families, and children. The ideal candidate will be approachable, cheerful, and able to interact with all members of our community in a positive and welcoming manner.

## Key Responsibilities:

- Perform a range of general cleaning and housekeeping tasks across various facilities, including:
  - Socials (Boarding Houses) – bedrooms, bathrooms, and communal areas.
  - Offices, School Buildings, and Classrooms.
  - Sports Facilities and Residential Accommodation.
- Carry out cleaning duties on a variety of surfaces and at various heights, including floors, worktops, and shelves.
- Use a range of cleaning equipment, such as:
  - Brushes, mops, vacuums, and dusters.
  - Non-hazardous cleaning products, following provided instructions and training.
  - Assist with tasks such as bed changes and sorting of clean laundry.
  - Ensure safe use of cleaning products, equipment, and PPE provided.
  - Handle reasonably heavy items such as cleaning equipment, full bin bags, and occasional furniture.
- Work efficiently within specific timeframes and deadlines as instructed.
- Health & Safety:
  - Adhere to all fire, security, health, and safety procedures in line with college policies.
  - Report any potential welfare issues to the Boarding House Tutor or PHM (e.g., access issues, pupil illness, or any problems reported by pupils).
- Additional Duties:
  - Be willing to cover for other staff across different areas of the school during holidays or sick leave.
  - Attend and participate in all necessary training sessions.



# Person Specification

## Skills and Experience

- A good command of the English Language
- Ability to work on own initiative as well as part of a team
- Ability to be flexible in working hours to meet the demands of the position Excellent communication skills to liaise with a wide range of people Previous experience in a similar position would be desirable
- Awareness of health and safety in the workplace, including COSHH and Manual Handling is desirable
- Experience in operating machines i.e. floor polisher is desirable

## Personal Attributes

- Reliability
- Well organised
- A flexible approach to assist colleagues where required High levels of self motivation
- Positive attitude
- A commitment to setting and maintaining standards of excellence

## Hours of work

This is a term time only position working approximately 33 weeks per year. Monday to Friday, 8:30am to 1:00pm which is a total of 22.5 hours per week.

## Staff Benefits

- College sickness scheme.
- 25 days holiday per annum
- Pension – contributory group personal pension scheme.
- Death in service benefit (if a member of the pension 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.



# 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.