



RADLEY

Housekeeping Manager

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

www.radley.org.uk/employment/working-at-radley

Information and Background

We are pleased to announce a significant restructure within our Housekeeping Department, creating a number of exciting opportunities for motivated individuals to join our growing team. This restructure reflects our commitment to raising standards, improving efficiency, and providing the very best environment for all who use our facilities.

We are now recruiting to the following key positions:

- Housekeeping Manager – 37.5 hours per week, all year
- Caretaker Supervisor – 37.5 hours per week, all year
- Weekend Supervisor – 16 hours per week, all year
- Supervisor – term-time only

These new roles are designed to strengthen leadership within the department, ensuring high-quality service across all areas. Successful candidates will be confident in supervising staff, committed to maintaining excellent standards, and ready to play a central part in the next stage of our development.



The Role

The Housekeeping Manager is a hands-on line manager responsible for the smooth, efficient running of the Housekeeping Department. The primary purpose of the role is to deliver a high-quality service to the College and its external commitments, operating seven days per week, all year round.

Main Duties and Responsibilities

- Recruit, train, and manage a multi-disciplinary team (Administrator, Department Supervisors, Caretakers, Cleaners, Laundry staff) providing services across cleaning, waste, minor repairs, event set-ups, and laundry for both school and commercial bookings (including residential lettings).
- Create and manage cleaning schedules, ensuring appropriate staffing levels, arranging cover for absences, and producing termly rotas for evenings, weekends, and commercial events.
- With the Supervisors, carry out inductions and training for new staff, identify staff development needs, and provide face-to-face training for new equipment.
- Ensure compliance with health and safety regulations, conduct regular safety briefings, and maintain up-to-date COSHH documentation and policies in line with legislation.
- Arrange additional staffing and cleaning support during holiday periods.
- Monitor staff performance, conduct appraisals, and address performance issues constructively.
- Manage the departmental budget, including termly reforecasting, cost control, and procurement, ensuring budgetary limits are adhered to.
- Produce payroll records and overtime claims in a timely manner.
- Work closely with HR to manage staff absences and attend review meetings where required.
- Negotiate with suppliers to ensure best value for goods and services.
- Develop and implement deep cleaning schedules during holiday periods.
- Oversee maintenance and safe use of cleaning equipment, reporting and resolving faults promptly.
- Attend departmental, operational, and business meetings as required, including monthly meetings with the Commercial Team to ensure housekeeping services align with bookings and events (cleaning, bed changeovers, laundry, and set-ups).



Person Specification

- Proven experience as a Cleaning or Housekeeping Manager, leading large teams.
- Relevant qualifications in cleaning management (e.g. BICSc, ISSA, or equivalent).
- Strong leadership and people-management skills, with the ability to motivate and inspire.
- Excellent organisational and time-management abilities.
- Strong financial skills, including budget management and procurement.
- Proficient in IT and communication, including Microsoft Office.
- Up-to-date knowledge of health & safety regulations and cleaning best practices.
- Proactive, enthusiastic, patient, and solutions-focused.
- Flexible approach to working hours, including early mornings, evenings, and weekends when required.

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.

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.

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.

Radley College

Radley College is an independent full boarding school for boys aged 13-18 in Oxfordshire. Named Best Public School 2024 by Tatler, we are proud of our position as one of the world's leading schools, but it is our ability to unlock the potential in every boy and the sense of community here that makes us special.

Founded in 1847, Radley is proud of its tradition but is celebrated for academic excellence, innovation, and dynamism. We are fortunate to do all of this on a beautiful 800-acre campus with genuinely world-class facilities a few miles from the thriving city of Oxford.

We aim to nurture intellectual entrepreneurs; boys who can use their strong academic understanding to solve real-world problems. Exam results matter and our excellent A-Level and GCSE results evidence this. But we know that life doesn't have a syllabus, so we work hard to equip boys with the characteristics, life skills and values that will help them thrive in the workplace and in life.

Beyond the classroom, opportunities are limitless. Our boys excel on the sports field, in the concert hall, on stage and as part of our partnerships programme. Community is the central pillar of our ethos. All our boys meet in Chapel five days a week and we eat centrally, which helps to foster a sense of connection across the College.

