



RADLEY

Caretaker Supervisor

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 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.

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.

