



RADLEY



Cleaner

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

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.

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

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.

