



RADLEY

Housekeeping Supervisor

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 a dynamic and energetic Housekeeping Supervisor to join the management team within our busy Housekeeping Department. This key role involves overseeing the daily operations of a large team to ensure the delivery of a high-quality, efficient housekeeping service across the College's extensive grounds.

Key Responsibilities:

Assist in the day-to-day running of the Housekeeping Department.
Provide hands-on supervision and management of the housekeeping team.
Ensure high standards of cleanliness and maintenance throughout the college.
Coordinate with other departments to meet operational needs.
Foster a positive working environment and ensure staff development and training.

Skills and Experience:

Strong organisational and people management skills.
Effective communication abilities, both verbal and written.
A flexible and proactive approach to managing tasks and solving problems.
Experience of managing people and/or working in a large team.
IT literate and able to use Word, Excel and Office 365.
COSHH qualification desirable although training will be given.
Previous experience in a similar supervisory role is desirable.

Working Hours:

Full-time position (37.5 hours per week).
Working hours: 6:00 am to 2:00 pm, with a 30-minute unpaid break.
You will be required to work up to six weekends per year, which will be compensated either through payment as additional pay or time off in lieu. The school operates an extensive external lettings programme out of term time and this role is pivotal to its success.

If you are ready to take on a hands-on management role in a vibrant environment, this could be the opportunity for you.





How to Apply

Applications must be submitted via our online application form. We encourage early application and reserve the right to appoint at any time.

Selection Process

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, 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.

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 (£35 pa).
- Employee Assistance Programme.
- Free parking on site.

Safeguarding

Radley College is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees must attend appropriate training in accordance with College 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. The post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are spent unless they are protected under the DBS filtering rules) in order to assess their suitability to work with children. 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. S/he will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.

