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Housekeeping Supervisor – Premium Serviced Apartments

Current date: 09/11/2026

Date created: 18/09/2026

Salary
£13.75 per hour
Department
Operations
Location
Newbury
Type
Full Time
Part Time
Permanant

Reports To: Operations Manager

Location: Newbury

Role Type: Full time 40 hour week on rotation

About Us

Our group of companies specialises in housing solutions, supporting organisations with complex accommodation needs across the Corporate, Healthcare, Construction, and Insurance sectors. Backed by over 20 years of experience, it delivers tailored accommodation strategies, combining short and long-term housing, property management, and bespoke client support.

About the Job

We are seeking an experienced Housekeeping Supervisor to oversee housekeeping operations across a portfolio of high-end serviced apartments in Newbury. This is a hands-on role combining team leadership, quality control, and guest experience, ensuring exceptional cleanliness and luxury standards at all times.

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Reporting to the Operations Manager, you will supervise both in-house and third?party cleaning teams, manage guest changeovers, conduct detailed property inspections, coordinate linen and laundry services, and support maintenance reporting. You will also be actively involved in service cleans and changeover days.

Key responsibilities include:

- Supervising, training, and scheduling housekeeping teams
- Managing guest changeovers within tight timeframes
- Conducting pre?arrival, post?departure, and spot inspections
- Maintaining premium cleanliness and presentation standards
- Handling guest requests and housekeeping-related complaints
- Managing inventory, supplies, and luxury amenities
- Coordinating laundry and linen services to five?star standards
- Reporting maintenance issues and supporting preventative care
- Organising deep cleans and responding to housekeeping emergencies

The ideal candidate will have:

2+ years’ experience in housekeeping within five?star hotels or luxury accommodation

Exceptional attention to detail and a proactive, can?do attitude

Strong leadership and communication skills

Flexibility with working hours, including weekends and seasonal peaks

A professional appearance and customer?focused mindset

A UK driving licence and own car essential

Ability to commute to or live in Newbury

Experience in managing a small team is desirable

Benefits:

- Additional leave

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- Group Life Insurance
- Casual dress
- Company events
- Company pension
- Cycle to work scheme
- Employee discount
- Flexitime
- Health & wellbeing programme
- Referral programme

Why Join Us?

You'll be part of a collaborative, ambitious team within a business experiencing rapid growth. This role offers variety, responsibility, and the opportunity to make a meaningful impact on the quality and performance of our property portfolio.

Link: https://www.tchp-talent.co.uk/vacancies/housekeeper-cleaner-newbury/

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