

Job Title *Roaming Cleaner*

Reports to *Duty Manager*

Job Purpose

Our Roaming Cleaners have an important part to play in making pupils' experience of College life as good as it can be; the work that you do helps to ensure that the school is as welcoming and homely as possible. As a Roaming Cleaner you will be responsible for undertaking general cleaning duties throughout the school, such as cleaning classrooms, offices, pupils' bedrooms, bathrooms, kitchens, common areas, and pavilions. Whilst you may primarily work in one area of the school, you are expected to be flexible and to perform cleaning duties in any part of the school upon request.

Key Tasks and Responsibilities

- Cleaning all designated spaces in line with the Service Level Agreements and expectations in place from time to time. For example, this will include, but is not limited to:
 - Sweeping, vacuum cleaning, dusting, wiping down surfaces and polishing;
 - Cleaning showers, bathrooms and toilets, unblocking toilets if necessary (a plumber will be used for any complex issues), and making sure that toilet rolls and dispensers are full and working;
 - Stripping and making beds, sending bedsheets to the Laundry once per week;
 - Helping to send the pupils' clothes to Laundry once per week;
 - Emptying bins and putting out bins as required on refuse collection day;
- Using the appropriate powered equipment for tasks such as vacuuming, shampooing, scrubbing and polishing floors (training will be provided as required);
- Moving small items of furniture and mattresses as required to enable efficient and effective cleaning;
- Performing cyclical cleaning duties, such as steam cleaning carpets, deep cleaning bedrooms, offices, classrooms etc. This type of work normally takes place during the school holiday periods;
- At all times carrying out duties in line with Control of Substances Hazardous to Health Regulations (COSHH) regulations and the school's relevant policies, including Security, Health and Safety, and Fire Prevention;
- Keeping an eye on the general maintenance of the school. If you identify something that needs to be fixed or repairs that need to be made which cannot be carried out by the Cleaning team, this should be reported to your Cleaning Supervisor;
- Doing your best to establish good relationships with pupils and encourage them to be tidy – for example when working within a boarding house reminding them to hang up their suits and turn off electric equipment when they're out of the room;
- Informing the Dame of the boarding house immediately if you notice any issues with a pupil, so that they can be effectively supported – for example, if they seem unwell, you find something in room that should not be there, or you think they are being bullied;
- Keeping up to date with the College's Safeguarding and Child Protection procedures;
- Undertaking any other reasonable duties to help facilitate the smooth running of the school;

Last Updated: May 2025

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- All employees of Eton College are also expected to:
 - Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity'.
 - Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood.
 - Understand and comply with procedures and legislation relating to confidentiality.
 - Display a commitment to and promotion of equality, diversity and inclusion.

Skills and Competencies Required

To be successful in this role, the incumbent should:

- Have a flexible approach to work and a 'can do' attitude;
- Great attention to detail and pride in your work – you must be keen to deliver the highest possible standards and understand the impact your work has on pupils who are away from home, especially those who have recently joined the College and who are in unfamiliar surroundings;
- Enjoy working as part of a team and happy to get stuck in and support your colleagues;
- Be able to work unsupervised and use your own initiative;
- Good verbal communication skills;
- Be punctual and well presented, with good time management skills;
- Have the ability to follow cleaning schedules, understand the appropriate use and application of cleaning chemicals and understand Control of Substances Hazardous to Health Regulations (COSHH) regulations;
- Ideally have worked in a similar role, or have previous cleaning or housekeeping experience, however this is not essential if you have the right attitude and you are keen to learn.

Working Pattern

- Your working hours will be 40 hours per week.
- You will be working 52 weeks per year. (You will be paid over 12 months).
- The shift pattern is as follows:
 - Monday: 7am - 3.30pm
 - Tuesday: 7am - 3.30pm
 - Wednesday: 7am - 3.30pm
 - Thursday: 7am - 3.30pm
 - Friday: 7am - 3.30pm
 - Saturday: no shift
 - Sunday: no shift
- You will be entitled to 5.8 weeks of holiday. (You must use all your entitlement (including any lieu days) during periods of school holidays. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day's holiday in lieu).

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Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as 'regulated activity', whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.