

**Job Title** Housekeeper

**Reports to** Duty Manager / Supervisor

### **Job Purpose**

Eton's Boarding Houses are integral to the students' lives and provide space for boys to be part of a community which provides wrap-around care to ensure that they can succeed in their academic and general development. As a Housekeeper you will be responsible, under the direction of the Cleaning Supervisor, for cleaning designated areas within the educational premises to ensure that they are kept in a clean and hygienic environment. Areas predominately include the Boarding Houses, including pupils' rooms, communal areas, house staff's offices and living areas, which are located across multiple floors and accessed by stairs.

From time to time you may be required to help other areas of the school, such as setting up examination rooms (i.e. moving tables and chairs around the school) and working as part of a team. There will also be duties in our Central Cleaning stores sorting cleaning materials and getting them ready to be distributed around the School.

### **Key Tasks and Responsibilities**

- Cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing, dusting of all fixtures and fittings of the designated areas within the boarding house, including toilets, bathrooms and shower areas. This would include movement of items of furniture to enable efficient and effective cleaning;
- Supervise pupils' clothes and laundry, sending pupils' clothing and sheets to laundry once a week; check return of these items and report numbers of missing sheets and pillowcases. Make sure name tapes are sewn on all items of pupils' clothing;
- Using where appropriate the correct powered equipment for vacuuming, shampooing, scrubbing & polishing of floor areas (training in use of equipment can be provided). Specialist cleaning knowledge is preferred;
- To help out during small events and larger social functions to meet the needs of the House;
- Establish good relations with pupils from an early stage and encourage them in all aspects of tidiness, e.g. hanging up suits, turning off electric equipment, making beds;
- There is a strong element of pastoral care and the Housekeeper has a responsibility to ensure that any concerns or information is communicated to the Dame and that the College's child protection procedures are adhered to at all times;
- All duties must be carried out to adhere to the Security, Health & Safety and Fire precautions policies including COSHH (Control of Substances Hazardous to Health Regulations) compliance;
- To perform other such duties as may be reasonably requested by the Cleaning Supervisor or Managers within the designated areas, these may vary between term time and school holiday time;
- Attend meetings and training sessions as required for the College and for the role.

All employees of Eton College are also expected to:

- Have a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity'.

Last Updated: April 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.

- Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required 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**

You may enjoy this role, if:

- You take pride in your work and pay great attention to detail, delivering the highest possible standards;
- You have worked in a similar role, or have previous cleaning, serving or housekeeping experience, however this is not essential if you have the right attitude and you are keen to learn;
- You 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;
- You enjoy engaging with young people, you are keen to develop good relationships with pupils, and you will always act in the pupils' best interests;
- You have a flexible approach to work and a positive 'can do' attitude;
- You enjoy working as part of a team and are co-operative, flexible and work collaboratively to support your colleagues;
- You are able to work unsupervised and use your own initiative;
- You have good verbal communication skills;
- You are punctual and well presented.

### **Working Pattern**

- You will be working 40.6 weeks per year. (You will be paid over 12 months).
- You will be entitled to 5.6 weeks of holiday.

### **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 but 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.

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## ROLE PROFILE

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