

<b>Job Title</b>	Private Side Cleaner
<b>Reports to</b>	Head of Housekeeping and Central Cleaning

**Job Purpose**

A Private Side Cleaner provides general cleaning duties of House Master's private accommodation in the Boarding House.

**Key Tasks and Responsibilities**

- General cleaning duties of House Master's private accommodation (this may include ironing) - cleaning, washing/laundry, sweeping, vacuum cleaning, emptying of litter bins, polishing, dusting, cleaning bedrooms, toilets, bathrooms and shower areas if applicable;
- Answering the door in House Master's absence;
- Must be prepared to undertake training in cleaning as directed;
- Attend meetings and training sessions as required;
- Any other duties reasonably requested;
- Commitment and promotion of equality, diversity and inclusion;
- All positions at Eton are classed as 'regulated activity' as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
- Commitment to safeguarding and promoting the welfare of children, including by 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.

**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 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;

**Working Pattern**

- Your working hours will be 14 hours per week;
- You will be working 40.6 weeks per year. (You will be paid over 12 months);
- The shift pattern is as follows:

- Monday, Tuesday, Wednesday and Friday: 9am-12.30pm
- You will be entitled to 5.6 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).

**Disclosure Checks**

*Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. 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.*