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| **Job Title** | Private Side Cleaner |
| **Reports to** | 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 2021 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**

To be successful in this role, the incumbent should

* Have previous cleaning experience essential;
* Ensure confidentiality;
* Have good communication skills;
* Have the ability to work unsupervised and use own initiative;
* Have flexibility on hours.

**Working Pattern**

* Your working hours will be 17 hours per week.
* 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 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.