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| **Job Title** | *Weekend Housekeeper* |
| **Reports to** | *Head of Housekeeping / Central Cleaning* |

**Job Purpose**

To be responsible, under the direction of the Cleaning Supervisor, for cleaning designated areas within educational premises to ensure that they are kept in a clean and hygienic environment. Areas include, for example, Boarding houses, Schoolrooms, Offices and Pavilions.

From time to time you may be required to help set up examination rooms (i.e. moving tables and chairs around the school) and work as part of a team. There will 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 educational establishment, including toilets, bathrooms and shower areas if applicable;
* 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;
* Moving items of furniture to enable efficient and effective cleaning;
* Duties may vary between term time and vacation time;

## All duties must be carried out to adhere to the Security, Health & Safety and Fire precautions policies including Control of Substances Hazardous to Health Regulations (COSHH) compliance;

* Performing other duties as may be reasonably requested by the Cleaning Supervisor or Managers within the designated areas;
* Keen interest in historic buildings and preferably understand the National Trust manual of maintenance of historic buildings;
* Must be prepared to undertake training in cleaning as directed;
* Attending meetings and training sessions as required;
* Any other duties reasonably requested;
* Commitment and promotion of equality, diversity & 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 a flexible approach to work and a ‘can do’ attitude;
* Enjoy engaging with young people, you are keen to develop good relationships with pupils, and you will always act in the pupils’ best interests;
* Have great attention to detail and take pride in your work – you’re keen to deliver the highest possible standards and 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;
* Enjoy working as part of a team and you are happy to get stuck in and assist your colleagues;
* Be able to work unsupervised and use your own initiative;
* Have good verbal communication skills;
* Be punctual and well presented;
* 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.

**Working Pattern**

* Your working hours will be 9am to 5.30pm, Saturday and Sunday with 1 hour for lunch.
* 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. (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.)
* Any remaining weeks, save as outlined in your annual leave provisions below, are deemed to be non-working weeks.
* You will also be required to work on the Saturday that falls immediately before the start and after the end of each term and to work 6 weekends (both Saturday and Sunday) during the summer holidays.

**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.