|  |  |
| --- | --- |
| **Job Title** | Central Cleaner |
| **Reports to** | Head of Housekeeping and Central Cleaning / Cleaning Supervisors |

|  |
| --- |
| **Job Purpose** |
| Eton’s historic and unique buildings are world famous and provide an outstanding environment for students’ in order that they can succeed in their academic and general development. Eton’s community enjoy working in beautiful surroundings and we welcome hundreds of visitors to our premises each year. As a Central Cleaner 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 School Hall and from time to time you may be required to help clean other areas of 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. This would include movement of items of furniture to enable efficient and effective cleaning;
* 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;
* Setting up and taking down desks and tables during exam periods;
* Keen interest in historic buildings and preferably an understanding of the National Trust manual of maintenance of historic buildings;
* All duties must be carried out to adhere to the Security, Health & Safety and Fire precautions policies including COSHH 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;

**Safeguarding Responsibilities**

* 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 in line with performance criteria;
* You have previous cleaning experience in a work environment;
* You are literate and numerate;
* You understand the importance of working around young people and 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 with the ability to take on responsibility;
* You have appropriate skill and knowledge in the application of chemicals for cleaning;
* You have comprehension of Control of Substances Hazardous to Health Regulations (COSHH) regulations;
* You are careful, meticulous and dexterous;
* You have good verbal communication skills;
* You are punctual, organised and well presented.

**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.