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| **Job Title** | Central Cleaner |
| **Reports to** | Cleaning Supervisor |

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| **Job Purpose** |
| You will 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) working 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.

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| **Skills and Competencies Required** |
| To be successful in this role, the incumbent should have:   * Literate & numerate; * Previous experience of cleaning in a work environment; * Good time management and organisational skills; * Ability to work on own initiative and take on responsibility; * Ability to work effectively on own or as part of a team; * Ability to follow cleaning schedules; * Appropriate skill & knowledge in application of chemicals for cleaning; * Comprehension of Control of Substances Hazardous to Health Regulations (COSHH) regulations; * Ability to achieve standards to performance criteria; * Careful, meticulous and dexterous; * Self-motivated and proactive; * Sense of own initiative; * Flexible approach to role; * Amenable and courteous.   **Working Pattern**   * Your working hours will be 1.30pm – 10pm, Monday - Friday. * You will be working 52 weeks per year. * 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. |