

Job Title Weekend Housekeeper

Reports to Head of Housekeeping and Central Cleaning / Cleaning Supervisors

Job Purpose

Eton's boarding houses are integral to the students' lives and provide space for boys to be part of a community which provides wrap-around care to ensure that they can succeed in their academic and general development. As a Housekeeper 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 Boarding houses, including pupil's rooms, communal areas, house staff's offices and living areas, which are located across different floors, accessible by stairs.

From time to time you may be required to help other areas of the school, such as setting up examination rooms (i.e. moving tables and chairs around the school) and working as part of a team. There will also 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 boarding house, including toilets, bathrooms and shower areas. This would include movement of items of furniture to enable efficient and effective cleaning;
- Supervise pupils' clothes and laundry, sending pupil's clothing and sheets to laundry once a week; check return of these items and report numbers of missing sheets and pillowcases. Make sure name tapes are sewn on all items of pupil's clothing;
- 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;
- To help out during small events and larger social functions to meet the needs of the House;
- Establish good relations with pupils from an early stage and encourage them in all aspects of tidiness, e.g. hanging up suits, turning off electric equipment, putting up beds;
- There is a strong element of pastoral care and the Housekeeper has a responsibility to ensure that any concerns or information is communicated to the Dame and that the College's child protection procedures are adhered to at all times;
- 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;
- All employees of Eton College are also expected to:
 - Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';

Last Updated: July 2025

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- Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood.
- Understand and comply with procedures and legislation relating to confidentiality;
- Display a commitment to and promotion of equality, diversity and inclusion.

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 enjoy engaging with young people, you are keen to develop good relationships with pupils, and you 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;
- You have good verbal communication skills;
- You are punctual and well presented;

Working Pattern

- Your working hours will be 16 hours per week.
- You will physically attend work for 38 weeks per year (term time plus summer schools).
- 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).
- You will therefore be paid for 43.6 weeks per year – (you will be paid over 12 months).
- The shift pattern is as follows:
 - Saturday: 9am-5.30pm
 - Sunday: 9am-5.30pm

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

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ROLE PROFILE

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.

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