ROLE PROFILE

Job Title Central Cleaner

Reports to Cleaning Supervisor

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.

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;
- 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'.
    - 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 in line with performance criteria;
- You have previous cleaning experience in a work environment;
- You are literate and have good verbal communication skills;

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- 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 are punctual, organised and well presented.

Working Pattern

- Your working hours will be 40 hours per week.
- You will be working 52 weeks per year. (You will be paid over 12 months).
- You will be entitled to 28 days holiday, 3 of these days will need to be reserved for the Christmas shut down period. You are also entitled to 8 bank holidays. (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).

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 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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