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;
- 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;

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- 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 have appropriate skill and knowledge in the application of chemicals for cleaning and understand Control of Substances Hazardous to Health Regulations (COSHH) regulations;
- You are able to work unsupervised and use your own initiative;
- You have good verbal communication skills;
- You are punctual, organised and well presented.

Working Pattern

- Your working hours will be 16 hours per week.
- The shift pattern is as follows:
    - Saturday: 9am – 5.30pm
    - Sunday: 9am – 5.30pm
- You will be working 52 weeks per year.
- Your paid holiday entitlement is 11.5 days during each holiday year. This includes your entitlement to up to 3.5 days bank holidays. Hours will need to be reserved from this entitlement to cover any bank holidays on which you would normally work and for the Christmas shut down period, which is communicated each year by the HR department. (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 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.

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