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

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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 predominately include the Boarding houses, including pupil’s rooms, communal areas, house staff’s offices and living areas.  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;
* 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;
* 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;
* To help out during small events and larger social functions to meet the needs of the House;
* 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;
* 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;
* The movement of items of furniture to enable efficient and effective cleaning;
* Duties may vary between term time and school holiday time;
* 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;
* Must be prepared to undertake training in cleaning as directed;
* Attend meetings and training sessions as required;
* Any other duties reasonably requested;
* 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 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** |

You may enjoy this role, if:

* You have a flexible approach to work and a ‘can do’ attitude;
* 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 great attention to detail and take pride in your work – you’re keen to deliver the highest possible standards and 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 working as part of a team and you are happy to get stuck in and support your colleagues;
* You’re able to work unsupervised and use your own initiative;
* You have good verbal communication skills;
* You are punctual and well presented;
* 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.

**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.