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| **Job Title** | Assistant Laundry Manager |
| **Reports to** | Laundry Manager  |

**Job Purpose**

The Laundry Department consists of 24 members of staff operating state of the art equipment. Which include industrial sized washing machines and tumble dryers, a steam powered shirt unit and ironer which processes bed and table linens. There is also a Butterfly machine that folds and stacks garments and a tunnel finisher for the drying of delicate items. The Laundry processes items for the boys, boarding house staff, catering departments, summer schools students, the Bursary and many other departments in the College.  The Laundry Department can process up to 50,000 items per week.

**Key Tasks and Responsibilities**

* Assist the Laundry Manager with ensuring the operational running of the department, maximising capacity of machines and efficiency of staff;
* Great attention to detail and pride in your work – you are keen to deliver the highest possible standards;
* Build and maintain good relationships both within the team and with other departments to ensure we maximise logistics and efficiency across all areas of the business;
* Assign and inspect work to ensure that high standards are being met including COSHH standards);
* Help develop and implement improvements within the department;
* Ensure quality control is in place, maintaining high standards at all times;
* Fulfilment of other tasks and projects assigned by the Managers and Directors;
* Assist the Laundry Manager with the management of Laundry staff;
* Proactively identifying potential issues and resolve them quickly;
* Assist the Laundry Manager with identifying departmental training requirements and carrying out staff training, where appropriate;
* Undertake any other reasonable duties to help facilitate the smooth running of the department which includes assisting with the processing of laundry;
* Stock checks as and when required;
* Rota planning;
* Ensure health and safety protocols are followed at all times;
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but 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.

**Skills and Competencies Required**

To be successful in this role, the incumbent should:

* Have had extensive experience managing operations at a busy organisation;
* Have strong people leader skills with experience managing a team;
* Have excellent attention to detail;
* Have the ability to deal with pressure and challenging work environment;
* Be flexible and willing with a positive, can do attitude;
* Have exceptional written and verbal communication skills;
* Have high level of efficiency and accuracy;
* Be able to resolve any issues in a logical and practical manner;
* Be competent in Microsoft Word, Excel & Outlook.

**Desirable Skills and Competencies**

* Full UK driving licence
* Previous Laundry experience

**Working Pattern**

* You will be working 49.6 weeks per year (You will be paid over 12 months)

This will be made up of:

* + 31 Weeks per annum at 40 hours during term time (Monday-Friday from 8am to 4.30pm)

7 Weeks per annum at 39 hours (Monday-Thursday 8am – 4.30pm and Friday 8am-3.30pm)

6 weeks per annum at 27.5 hours during summer holidays (Monday – Friday 8am – 2pm).

* + And you will be entitled to 5.6 weeks of holiday.

**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.