

Job Title Laundry Assistant

Reports to Laundry Manager

Job Purpose

To be part of the team providing a full laundry service for the College.

The Laundry Department consists of 23 members of staff. There are industrial sized washing machines and 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.

Main Duties

- Sorting dirty linen and personal clothing on arrival at Laundry
- Check items prior to washing for stains and any damage
- Use chemicals to spot treat stains, sort items into wash loads, load & unload washers & dryers using correct programmes. Full training will be given.
- Use machinery to press shirts, linen and starched collars.
- All positions at Eton are classed as 'regulated activity' as per the Keeping Children Safe in Education 2022 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.

The Ideal Candidate

- Have reasonable physical fitness with the ability to undertake heavy lifting
- Have a flexible approach to work and a 'can do' attitude;
- Great attention to detail and pride in your work
- Enjoy working as part of a team and happy to get stuck in and support your colleagues;
- Be able to work unsupervised and use your own initiative;
- Good verbal & written communication skills
- Good organisational skills
- Desirable Full UK driving license

Working Pattern

- 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)

Last Updated: April 2023

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.

- 6 weeks per annum at 27.5 hours during summer holidays (Monday – Friday 8am – 2pm)
- Working days include a 30-minute meal break.

The remainder of the time when the Laundry is closed will be unpaid. Salaries are however paid in 12 equal monthly instalments.

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.