

**Job Title** Laundry Assistant

**Reports to** Laundry Manager

### **Job Purpose**

To play an active role within the Laundry Department, delivering a full and high-quality laundry service to support the daily operations of Eton College.

The Laundry Department is a vital part of the College community, comprising a dedicated team of 23 staff members. Equipped with industrial-grade washing machines, dryers, a steam-powered shirt unit, and a ironer for bed and table linens, the department also utilises advanced machinery such as a Butterfly folding and stacking system and a tunnel finisher for delicate garments.

Each week, the team processes up to 50,000 items for students, boarding house staff, catering teams, summer school attendees, the Bursary, and various other departments across the College. This role contributes directly to maintaining the high standards of cleanliness, presentation, and efficiency expected throughout the institution.

### **Main Duties**

- Receive and sort laundry, including personal clothing and linen, ensuring items are appropriately categorised for processing;
- Inspect garments and linen prior to washing, identifying stains, damage, or special treatment requirements;
- Treat stains using appropriate chemicals, sort items into designated wash loads, and operate washers and dryers using correct programmes. Full training will be provided;
- Operate pressing equipment to finish shirts, linen, and starched collars to a high standard of presentation;
- 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 have reasonable physical fitness with the ability to undertake heavy lifting;

Last Updated: September 2025

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 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 laundry, cleaning experience, however this is not essential if you have the right attitude and you are keen to learn;
- You have a Full, UK Driving Licence to drive manual vehicles;
- 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;
- You have good verbal communication skills;
- You are punctual and well presented.

**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);
- 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.

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