

**Job Title** Van Driver/Laundry Assistant

**Reports to** Laundry Manager

### **Job Purpose**

As a Van Driver/ Laundry Assistant you will be part of a team providing a full laundry service for the College. You will be responsible for ensuring the collection and drop off of laundry from various locations around the College as well as supporting the Laundry team with the day to day tasks.

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.

### **Key Tasks and Responsibilities**

- Loading and unloading the van;
- Drop off and collect laundry from various locations around the College;
- Ensure the College van is kept in good order and clean at all times;
- Carry out daily vehicle checks to ensure the van is safe and roadworthy, ensuring any defects are reported immediately;
- Drive safely and follow all laws and rules of driving;
- Adhere to current Health and Safety legislation and best practice in accordance with the Colleges Health and Safety Policy Statement including manual handling;
- Attend as necessary any training;
- Sort 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;
- To undertake any other duties as may reasonably be required of you in the post;
- 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

Last Updated: January 2024

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.

**Skills and Competencies Required**

To be successful in this role, you will need to be able to demonstrate the following:

- A Full Clean UK Manual Driving Licence;
- Reasonable physical fitness with the ability to undertake heavy lifting;
- 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 time management and organisational skills;
- Previous experience within delivery driver role is desirable;
- Previous customer service experience is desirable.

**Working Pattern**

The working weeks will be a total of 44 weeks per year (Term Time plus 9 weeks) plus 5.6 weeks paid holiday entitlement. The working pattern is detailed below;

- 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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