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| **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 24 members of staff operating state of the art equipment, the exception being a rare Collar machine dating back to the 1900s. There are industrial-sized washing machines and dryers, a steam-powered shirt unit and an 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 pupils, 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**

* Sort dirty clothing on arrival at the Laundry;
* Launder items ensuring they are cleaned to the highest standard;
* To be able to operate all items of equipment once training has been given;
* Sort and list items of clothing and linens for return to the boarding houses;
* To ensure equipment is kept clean and report any equipment failure;
* To be able to work quickly & accurately to ensure each day’s workload is completed;
* Take delivery & check-in cleaning product orders from our suppliers;
* Pick orders for boarding houses and departments;
* Stock checks as and when required;
* Ensure the stores are kept clean & tidy;
* Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed and providing safe and effective care at all times;
* Good understanding and effective implementation of Child Protection procedures;
* Commitment and promotion of equality, diversity & inclusion;
* 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.

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* The ability to work as part of a team;
* Good written and verbal communication skills;
* Efficiency & accuracy when completing tasks;
* Flexibility with hours;
* Self-motivating with good initiative;
* The ability to lift heavy items;
* The ability to work in a hot, busy atmosphere.

**Working Pattern**

* Your working hours will be as follows:
	+ 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)
	+ All working days include a 30-minute lunch break
* You will be working 44 weeks per year. (You will be paid over 12 months)
* You will be entitled to 5.6 weeks paid holiday per annum. (You must use all your entitlement (including any lieu days) during periods of school holidays. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day’s holiday in lieu.)
* Any remaining weeks, save as outlined in your annual leave provisions below, are deemed to be non-working weeks.

**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.