



## Job Description

<b>Job Title</b>	:	<b>Laundry Assistant</b>
<b>Department</b>	:	<b>Laundry</b>
<b>Responsible to</b>	:	<b>Laundry Manager</b>
<b>Last reviewed</b>	:	<b>December 2021</b>

### Job Outline & Purpose:

The primary objective of this role is to undertake the daily/additional tasks required within the Laundry department, to an acceptable standard and to the satisfaction of the Laundry Manager. In addition the job holder will be required to follow practices and procedures as agreed by the Bursar.

The duties of this post will include lifting and manual handling, therefore the job holder should be familiar with the procedures required for these areas.

Please note that all duties undertaken by the job holder must be carried out efficiently, effectively, within deadlines and to standards acceptable to the Laundry Manager and the Schools' management team.

The nature of a 24hr a day, 7 days per week boarding school require staff to work flexibly and as the Estate is used by pupils at weekends, which are also the time most parents visit the School, there may be a requirement for the job holder to work early mornings, evenings and weekends.

### Duties:

- To undertake the day to day or additional tasks required within the Laundry department to a satisfactory standard in accordance with set procedures and Health and Safety legislation.
- To receive in-coming laundry from the Domestic department.
- To sort laundry into appropriate bundles before washing, i.e. colours, whites, delicates, etc.
- To count and record appropriate items before they are cleaned, e.g. personal items submitted by pupils.
- To dry and press items of laundry as appropriate.
- To fold and button items of laundry as appropriate and place into collection baskets.
- To monitor laundry equipment used i.e. washing machines, irons and presses and to report any necessary repairs/concerns to the Laundry Manager.
- To advise the Laundry Manager of the need to replenish suitable materials to undertake their duties effectively and safely.
- In agreement with the Laundry Manager, to suggest and discuss improvements to processes and procedures, where necessary and appropriate.

- To establish and maintain effective communication channels and efficient/effective working relationships with other members of the Laundry Department, school personnel and school customers.
- To keep the Laundry management team fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- To make use of appropriate equipment and facilities in order to complete duties in the most efficient and effective way.
- To undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role.
- To undertake such other duties as required to ensure the smooth running of the Laundry and the School.
- You are required at all times to carry out your duties in a safe manner, so as not to endanger yourself or other people. If you consider something is unsafe or likely to cause injury or ill health, you must report it to the Laundry Manager. You should read and understand the Haileybury Health and Safety Policy, which will be made available to you at your place of work.
- To undertake your responsibilities at Haileybury in respect of Data Protection. Staff members are responsible for ensuring that any personal data held by them is kept securely. This includes, appropriate use of computer ID's and passwords.
- To undertake your responsibilities to promote the safety and wellbeing of children and young people;
- To undertake your responsibilities at Haileybury in respect of Child Protection - please see below.

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

## **Person Specification**

### **Essential**

#### **Skills**

- Ability to work individually and on own initiative with common sense and patience
- Ability to work as part of a team and have flexibility
- Ability to understand and to operate within an educational or residential environment
- Communicate effectively across all levels
- Proactive, self-motivated, enthusiastic and resourceful
- Confident and self-motivated
- Reliable, punctual and well-organised
- Enthusiastic with the ability to learn
- Honest, polite, trustworthy, confident, reliable, resourceful, flexible, punctual and committed
- The ability to work in a way that promotes the safety and wellbeing of children and young people.

## **Desirable**

### **Experience:**

- Experience in working in a school or other educational establishment
- Laundry experience

### **Child Protection at Haileybury**

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

### **Health & Safety at Haileybury**

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

### **Data Protection at Haileybury**

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website

<https://www.haileybury.com/privacy-notice>

### **Code of Conduct Statement**

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.