

Laundry Assistant September 2025



Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

Eugene du Toit
The Master



The School

Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2022. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



The role

Permanent; Part time - 20 hours per week

Working pattern: Tuesday to Friday 9:00am to 2:00pm Term time plus 2 weeks (35 weeks)

The primary objective of the Laundry Assistant is to ensure the tasks required within the Laundry Department are completed to a high standard.

The ideal candidates will be passionate about delivering an excellent laundry service, have an eye for detail and enjoy working collaboratively to achieve the department's goals.

Previous experience in a laundry role within a school or professional environment is essential.

The Laundry Assistant will report to the Laundry Manager.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role.

This job description will be reviewed annually as part of the School's annual performance review process.



Responsibilities

- 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 organise clean laundry into pupil's lockers within boarding houses.
- To receive in-coming laundry from the Housekeeping 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.
- Suggest and discuss improvements to processes and procedures with the Laundry Manager, where necessary and appropriate.
- To establish and maintain effective communication channels and efficient/effective working relationships with members of the Laundry Department and other colleagues within the School.
- 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 ensuring the smooth running of the Laundry and the School.
- To repair, alter and label items, demonstrating seamstress/seamster skills, where appropriate.



Other requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.



Person specification

Qualifications, Skills and Experience

Essential

- Laundry experience within a professional environment

Desirable

- Full, clean driving licence
- Seamstress/seamster skills
- Good general level of education (GCSE or equivalent)

Personal Attributes

- Communicate effectively across all levels
- Ability to work well as part of a team
- Ability to work unsupervised and use own initiative
- Confident, self-motivated and proactive
- Enthusiastic with the ability to learn
- Willingness to work flexibly when required
- Conscientious, honest, reliable and committed
- The ability to work in a way that promotes the safe and wellbeing of children and young people



Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times, and participate in the Cycle to Work scheme.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



Application process

To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to hr@haileybury.com by **midday on Tuesday 5 August 2025**.

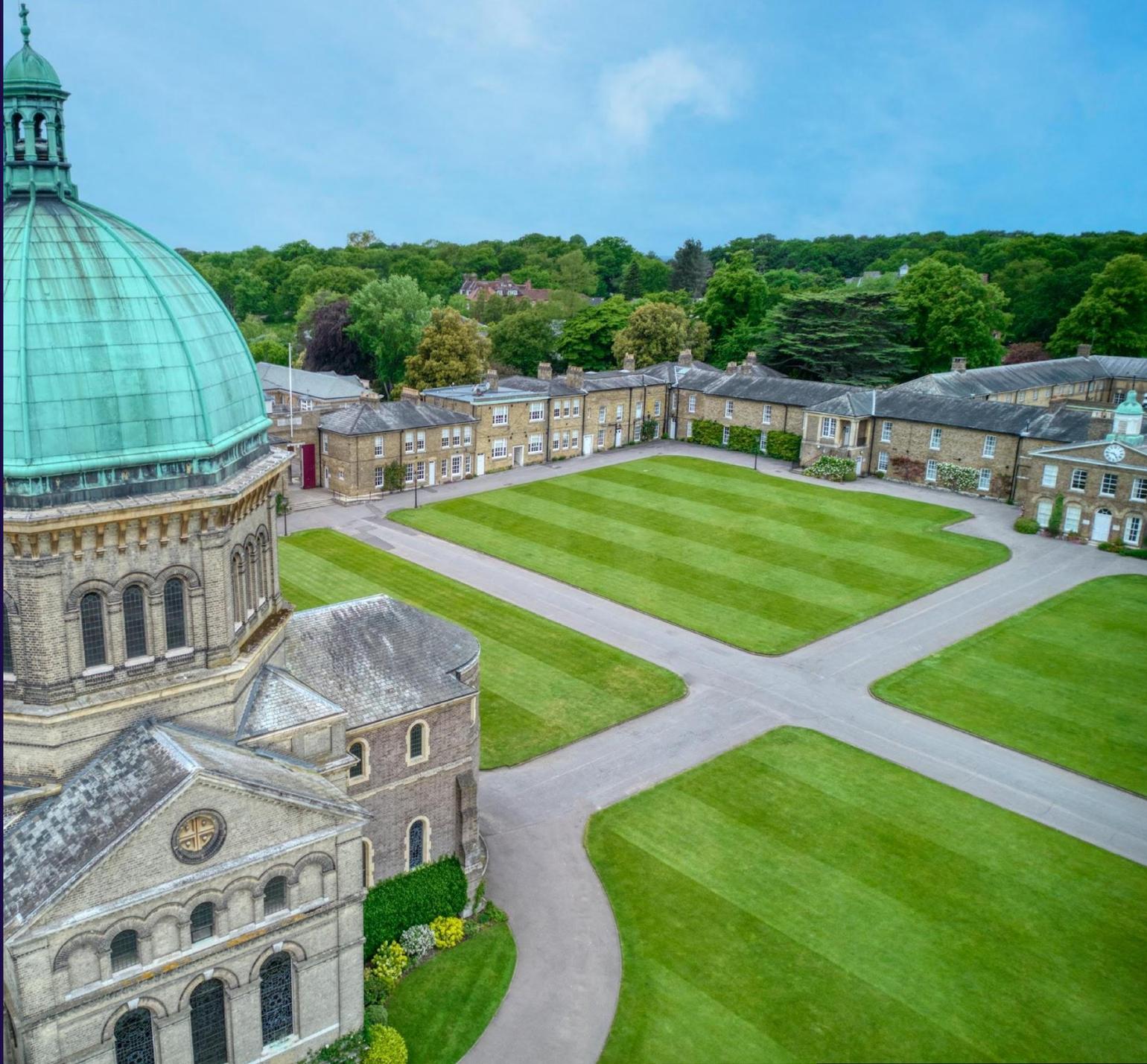
Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





Haileybury

Haileybury
Hertford
SG13 7NU
+44 (0)1992 706200
haileybury.com