



REDDAM
— HOUSE —

BERKSHIRE

APPLICATION PACK
LAUNDRY ASSISTANT



AS SOON AS POSSIBLE

ABOUT US

Reddam House Berkshire is a co-educational, independent school, housed in a Victorian mansion and set in 125 acres of wood and parkland.

We have 800+ students between the ages of 3 months and 18 years are registered here (day students and boarders from age 11+). Children are recognised as individuals with unique skills to celebrate and given tailored support and guidance at each stage of their school career. Our structure of Early Learning School, Junior School, Middle School and Senior School means that every year group works with professionals who specialize and enjoy working with the students in their care.

The unique Reddam House philosophy and our formula for success are based to a large degree on the quality and depth of our curricula, cultural and sporting activities and especially our teaching staff, fully recognizing that what goes on in the classroom between teacher and student strongly influences the success of the school.

THE ROLE

To maintain cleaning support services to the school as directed by the Housekeeping Manager / Supervisor, meeting School and Company requirements to the highest standards.

SALARY AND BENEFITS

- School's pension scheme, as well as a death in service benefit;
- Staff at Reddam House are eligible for school fee discounts of up to 50%, subject to their child(ren) meeting the entrance requirements;
- All staff may park in the school car park.

Reddam House is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity.

NB: Applications may be considered whilst the post is being advertised. Reddam House reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.

JOB DESCRIPTION – LAUNDRY ASSISTANT – Housekeeping Department

Reporting To: Housekeeping Manager

Areas of Responsibility: Designated areas.

Purpose of Job: To maintain laundry services to the school as directed by the Housekeeping Manager, Support to cleaning department when required, meeting School and Company requirements to the highest standards.

Key result Areas: Maintain cleanliness and hygiene standards of the areas of your responsibility. Maintains high standards of personal presentation. Ensure that you meet all Health and Safety and COSHH regulations pertinent to your position.

Main Tasks

- To have a full knowledge of all areas which must be covered in the course of duty.
- To work with the housekeeping and laundry department, execute laundry services to ensure services are delivered to a high standard in line with statutory regulations.
- Report to the Housekeeping manager and ensure service standards are met with company and Client expectations.
- To liaise with the manager to ensure all internal services are prepared, delivered, and maintained in accordance with company and client standards.
- Ensure deadlines are met.
- Collection & Delivery. Sorting and preparing laundry ready for returning, presenting returned laundry to high standard.
- To ensure the correct use, storage, and control of machinery, equipment, cleaning materials and chemicals, ensuring that you always follow safety systems.
- To always maintain a clean and tidy appearance and professional conduct.
- Communicate chemical, equipment, and cleaning material requirements to your line manager as necessary.
- Ensure immediate reporting of any defects to the Housekeeping Manager.
- Ensure that you only use the chemicals provided and which you have been trained to use, that all decanted products are correctly labelled and that you wear your protective clothing where appropriate.
- Compliance with the Health and Safety Act and COSHH regulations.
- To ensure that your PPE is kept clean and identified as yours.
- To maintain strict security precautions to safeguard equipment and to inform the Manager of any deficiencies or breakages.
- To develop your own skills within the scope of this position.

Communication: Manager, Supervisor, colleagues and customers.

Constraints:

- Any concerns regarding the school must be passed to your line manager and not dealt with yourself.
- Non-authorized chemicals shall not be used.
- Complaints received from the client must also be passed to your line manager immediately.

Additional duties and responsibilities

- Flexible to work occasional weekend as required by the business. Overtime may be required during special events.
- Be prepared to attend training as necessary ensuring all legislative training is kept up to date.
- To have a working knowledge of all relevant Policies and Procedures.
- To establish effective working relationships with professional colleagues and other staff, as appropriate.
- Undertake all duties with due regard of the School's Health and Safety Policy and the Health and Safety at Work Act 1974 and all other relevant legislation.
- To carry out any such task as shall be deemed necessary to the smooth running of the school.

This job description is not intended to be all embracing and the post holder shall be required to carry out any other duties as directed by their line manager, or other members of Senior Management, commensurate with training and experience.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy (including Child Protection Procedures) at all times.

PERSON SPECIFICATION

Outline of Key Abilities

You are asked to focus on demonstrating the extent to which you meet each of the selection criteria when writing your personal statement.

Candidates who are shortlisted for interview will also be required to demonstrate their ability to meet the criteria outlined on this Person Specification during the selection process, except for their qualifications; these will be evidenced from the application form and your production of any original relevant certificates at interview.

Key

Person Specification:	E: Essential	D: Desirable
Demonstrated in one or more of the following:	A: Application Form	R: References
	I: Interview/selection process	

Qualifications and Experience

		E	D	A	R	I
1.	Previous Laundry / cleaning experience	✓		✓		
2.	Experience of working in a school environment		✓	✓		
3.	Awareness of Health and Safety issues and risks	✓		✓		

Skills and Personal Attributes

		E	D	A	R	I
1.	Ability to undertake a range of cleaning duties		✓		✓	✓
2.	Ability to work as part of a team and independently	✓			✓	✓
3.	Demonstrate good interpersonal skills and communicate with a range of people	✓			✓	✓
4.	Ability to follow instructions	✓			✓	✓