

## JOB DESCRIPTION – 2017

**Job Title:** Laundry Assistant

**Reports to:** Domestic Manager

**Department:** Commercial and Domestic

**Hours per week:** 25 hours per week – 9am -2pm Monday to Friday, Term time only (36 weeks p/a)

### Key working relationships

Domestic Manager

Domestic Assistants

Matrons and Housemaster/Housemistress

Pupils

### Job Summary

Responsible for the daily processing of laundry and linen from all 4 senior residential boarding houses and central areas. Under the supervision of the line manager, ensuring all aspects of processing laundry are carried out from sorting at collection, operating large industrial machines and finishing to a high standard; checking for stain removal and ironing if required.

In this busy environment it will be key to be a good team member with the ability to work on your own initiative.

### Duties and responsibilities

- Adhering to the school's policies on cleaning and laundry as directed by the Domestic Manager
- Following key procedures to ensure the required laundry is processed daily with targets set by the Domestic Manager
- Accounting for all laundry in and out of the department
- Showing key team working skills to provide an efficient and professional service to the school
- Carrying out the washing and ironing in the department, checking that laundry is returned correctly to the houses, along with liaising with the site delivery driver each day for collections and deliveries
- Ordering the weekly chemical/products for the department
- Advising the Manager of chemicals and equipment required to carry out the job to a high standard
- Reporting any maintenance issues to the Domestic Manager and following up any issues with equipment with them
- Ensuring the department is kept clean and tidy so that it can run efficiently each day
- At times it may be required to assist on the domestic team due to sickness and annual leave
- Some end of term cleaning up/setting up may be required at busy school periods when lettings arrive in the holiday periods

### Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

### Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

**Safeguarding and Child Protection**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

**Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

**Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

**Health and Safety**

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.