



WINCHESTER  
COLLEGE



# LAUNDRY ASSISTANT

CANDIDATE INFORMATION PACK



CLOSING DATE FOR APPLICATIONS 18 02 2026

Early applications are encouraged, and the school reserves the right to close the application process early should a suitable candidate be found.

# PART ONE

## ABOUT THE ROLE

Winchester College has an exciting opportunity to appoint a Full-Time Laundry Assistant, on a term-time or a 52-week basis, who can support in other departments outside of term-time when Laundry is not in service.

The Laundry is an in-house operation which has responsibility for laundry for pupils in the boarding houses, kitchens across the College, and some other departments. As the boarding houses are spread out, the Laundry operates a small van which collects and delivers laundry. The Laundry operates a 24-hour turnaround of items and also deals with dry cleaning when required.



# PART TWO

## RESPONSIBILITIES OF LAUNDRY ASSISTANT

The following summary of duties is not an exhaustive list but is intended to help the successful applicant in their understanding of the breadth of responsibilities expected. These include:

- Work in the laundry with a supportive team environment.
- Assist in the processes in the laundry:  
unpacking/washing/drying/ironing/folding/packing.
- Be able to load/unload laundry into the machines and van.
- Help to clean and maintain the laundry, staff room and associated areas, as required.
- Occasional support with the driving of the laundry van around school grounds to collect and drop off laundry.
- Occasional support with the maintenance of the laundry van.
- Undertake any other work which may be reasonably required from time to time.
- Need to be physically capable of undertaking these tasks:
  - Lifting multiple laundry bags per day between the laundry, boarding houses, and other school buildings when required.
  - Carry laundry bags up and down flights of stairs as and when necessary.

During school holidays, when not working in the Laundry Department you will be expected to work in other departments such as Facilities or supporting in cleaning work for Summer Residentials at the discretion of your line manager.

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### Reporting Lines

This role will work under the day-to-day supervision of the Facilities Team Leader and Laundry Supervisor.



# PART THREE

## PERSON SPECIFICATION AND KEY QUALITIES

The Laundry Assistant should be/have:

### Essential

- The ability to work on their own, and as part of a team.
- A team player with good communication skills.
- Ability to prioritise a demanding workload.
- Good attention to detail.
- The ability to multi-task.
- Flexibility of approach and manner.
- Self-motivation, initiative, and the ability to offer/support solutions to problems encountered.
- Be committed to promoting and embedding an inclusive culture, with equality of opportunity for all.

### Desired

- A full UK driving license for a minimum of 4 years or more.
- Experience of working in a laundry / housekeeping and working in a multi-faceted role.



# PART FOUR

## BENEFITS, TERMS AND CONDITIONS AND APPLICATION

### Start Date

Flexible start date for the right candidate with preference for commencement as soon as possible.

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### Hours of Work

This is a full-time role, **37.5 hours per week**, and such other hours as are reasonably necessary to meet the needs of the College and the demands of the role.

We will consider those looking for term-time work (35 weeks with availability over summer holidays) and those looking for work all year round.

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### Salary

£24,472.50 per annum (pro rata for term-time contract). Salary is paid monthly, in arrears, to a nominated bank account in 12 equal payments.

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### Induction and Continuous Training and Development

The school is fully committed to the induction, training and development of all our staff, with staff supported to grow and reach their full potential.

We deliver a range of training, run by both our own staff and external providers, varying from highly practical First Aid courses to seminars and learning lunches on many aspects of teaching and learning.

There is an annual cycle of appraisal offering the opportunity to reflect on professional practice and development opportunities.

The school also offers a wide range of apprenticeships supporting staff development and progression.

## Pension and Life Cover

On employment, employees will be auto-enrolled into the College's pension scheme according to legislative thresholds. Those who are not eligible for auto-enrolment may still elect to join the College's pension scheme.

Initially, when joining the College's pension scheme, employees will become a member of the College's Group Personal Pension Plan (GPP). For this Plan, known as Tier 1, the employee contributes 4% and the employer 3%.

After 9 month's membership of the Tier 1 plan, employees may opt to join Tier 2, which is also a GPP, where the employee contributes 5% and the employer 9%.

Employees in Tier 1 automatically qualify for a Life Cover of 2 times salary. On entry to Tier 2, Life Cover changes to 4 times salary.

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## Annual Leave

The College leave year runs from 1 September to 31 August. This position will be entitled to 28 days holiday annually, which includes the usual Public Bank Holidays. Any Public Bank Holiday occurring during term time is deemed to be a normal working day. All leave must be taken by prior arrangement and must be taken outside of the school's term times.

Subject to the discretion of the school's Bursar, a gift may also be given of extra time off during the Christmas period.

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## Wider Benefits

- Free staff lunches during term time.
- Free use of some sports facilities and discounted hire charges for others
- Tour of the College, with discounted rates available for booking venues within the school's grounds for hospitality events.
- Cycle to work scheme.
- Free access to an ongoing cycle of cultural, musical, theatrical and sporting talks and events.
- Employee Referral Scheme, with a reward of up to £250 for staff (subject to scheme conditions).
- Free Library membership with access to a range of online journals and magazines.
- Reduced green fee rates for local golf course.

## Probation, Notice Periods

The first **four months** of employment will be a probationary period. Regular reviews with line managers take place over the probationary period with the opportunity to discuss progress, identify any areas for action and ensure that there is appropriate guidance and support in place to enable successful completion of the probationary period.

During the probationary period, the notice required by either party to terminate employment will be one week. Once employment is confirmed, the notice period will be one month.

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## Disclosure Check

As Winchester College is an educational establishment, a condition of employment will be that the successful candidate must consent to the school obtaining an Enhanced Level Disclosure Check through the Disclosure and Barring Service (DBS). This will reveal all spent and unspent convictions, warnings, cautions and bind-overs. A policy on the recruitment of ex-offenders is available on the school's website.

Safeguarding is one of the primary responsibilities of this role. The jobholder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, and will need to adhere to and ensure compliance with the school's **Child Protection and Safeguarding Policy** at all times. The postholder should be conversant with the responsibilities and procedures detailed in this policy and with the **Department for Education's Keeping Children Safe in Education**. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead, or in their absence, the Deputy Designated Safeguarding Leads.

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## References and Other Pre-employment Checks

The appointment will be dependent upon the receipt of a successful medical check and satisfactory references. The College will usually seek references from shortlisted candidates before interview and may approach previous employers for information to verify particular experience or qualifications. At least one referee must be the current or most recent employer. Where applicants are not currently working with children but have done so in the past, one referee must be the person by whom they were most recently employed when working with children.



## HOW TO APPLY

Only applications completed on the school website will be accepted. Please attach a full CV with your application.

Please note that applications will be dealt with as they arrive. Winchester College reserves the right to appoint before the deadline passes.

**Closing date for applications: Midnight on Wednesday 18<sup>th</sup> February 2026**

If you have any questions about this vacancy or the recruitment process, please email [recruitment@wincoll.ac.uk](mailto:recruitment@wincoll.ac.uk).

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## APPLY HERE

### Diversity and Inclusion

We embrace diversity and inclusion in the workplace and are committed to promoting a fair and supportive environment for all our employees. We are keen to welcome applications from all applicants that feel that they meet the requirements of the role, regardless of their background and culture.

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### Data Protection

Winchester College collects and processes relevant personal data as part of its everyday operations and is obliged to process it in accordance with the General Data Protection Regulation and Data Act 2018. The school is the Data Controller of this data under the Act and is registered with the Information Commissioner's Office. Its registration number is Z5751669.

If you have any queries or comments about this policy or how personal data is processed by the school, please contact the Bursar and his team by emailing: [dataprotection@wincoll.ac.uk](mailto:dataprotection@wincoll.ac.uk) or by writing to: Data Protection, The Bursary, Winchester College, College Street, Winchester, SO23 9NA.



# PART FIVE

## ABOUT WINCHESTER COLLEGE

Winchester College was founded in 1382 by a radical educational reformer and has since been shaped by centuries of tradition.

Today, the School has 735 pupils. Over time, the School plans to admit up to 40 day pupils into the Sixth Form each year (around half of whom will be girls) and up to 60 girl boarders. This will bring the total School population to around 900 pupils, similar in size to Rugby and Harrow, but smaller than Sevenoaks, Oundle, Wellington and Eton. The number of boys boarding at 13+ will remain the same.

A recent milestone in Winchester's history is the merger with The Pilgrims' School, one of the leading academic prep schools for boys. The merger strengthens the historical ties between the two schools, ensuring that we both continue to provide an education of exceptional quality and breadth, while also creating new opportunities for increased collaboration and innovation.

The College has also recently completed a brand review and refresh, designed to provide prospective families with a clearer, more distinctive impression of what makes Winchester unique, and to sharpen the way we communicate our core values and messages.

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Find out more

**WHY WINCHESTER COLLEGE?** 

**EMPLOYMENT** 



ORIGINAL  
THINKING

SINCE 1382

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