



Job Description

Job Title: Laundry Assistant
Department: Laundry
Responsible to: Laundry Manager
Last reviewed: October 2024

Job Outline

The primary objective of the Laundry Assistant is to ensure the tasks required within the Laundry Department are completed to a high standard. This role will include lifting and manual handling; therefore, the post holder should be familiar with the procedures required for these areas.

Purpose

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.

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 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, Diversity and Inclusion

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.

Laundry Assistant Person Specification

	Essential	Desirable
Qualifications		
Good general level of education (to GCSE level or equivalent)		✓
Full, clean driving licence		✓
Knowledge, Skills and Experience		
Laundry experience	✓	
Seamstress/seamster skills		✓
Personal Attributes		
Ability to understand and operate in a school environment	✓	
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 safety and wellbeing of children and young people.	✓	