

LAUNDRY ASSISTANT

Introduction

Concord College is England's premier co-educational international boarding college providing GCSE and A Level courses. Set in 73 acres of Shropshire parkland, the College combines outstanding facilities with first-rate academic performance. We also run our own residential summer course programme during the months of July and August. The College is regularly rated in the top 20 schools in the UK. Students are cared for by dedicated staff in a safe and beautiful environment.

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.

Main Purpose of the Role

Laundry Assistants report to the Domestic Services Manager and are responsible for maintaining a high standard of laundry services throughout the year.

Main responsibilities/duties will include:

- handling soiled laundry in accordance with risk assessments and safe working practices;
- washing personal clothing and flat linen, selecting the correct wash programmes and following guidelines for the best use of machines;
- checking pockets before placing items in washing machines, and informing the Domestic Services Manager or Domestic Services/Functions Assistant of any items found;
- ironing and steaming;
- care and issue of garments to all areas;
- reporting damaged or worn out laundry;
- recording any lost items of clothing and advising the Domestic Services Manager or Domestic Services/Functions Assistant;
- undertaking control of students' external laundry arrangements, recording charges and liaising with the Accounts department regarding charges to be invoiced;
- sewing, as required;
- maintaining a tidy/hygienic working environment;
- complying with policies and procedures, including the Staff Code of Conduct and those relating to Safeguarding and Child Protection, Health and Safety, Smoking in the Workplace, Welfare, Security, Confidentiality and Data Protection, and reporting any concerns;
- undertaking any other ad hoc duties as directed by the Domestic Services Manager or Domestic Services/Functions Assistant.

Essential requirements:

- honesty and reliability;
- the ability to work as part of a team;

- the ability to work unsupervised;
- the ability to follow instructions and carry out tasks with care and attention;
- physically fit with the ability to lift wet and dry loads of laundry, which may be heavy;
- ability to work in a warm environment;
- flexibility.

You will be provided with all the relevant statutory training required for you to carry out your role safely and to the required standard, including Manual Handling and COSHH.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College. However, duties will not be assigned which the post holder cannot reasonably perform or which fall outside the range of his/her normal skills and experience.

Allotted work areas may change from time to time.

Current rate of pay:

£8.79 per hour

Working hours

8.30am to 4.30pm Monday to Friday with an unpaid 30-minute lunch break each day and two unpaid 15-minute tea breaks each day (Total: 35 hours).

Holiday Entitlement

Annual holiday entitlement will be 5.6 working weeks per annum, including public holidays. Due to the nature of the business, some public holidays are classed as normal working days.

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