



## Job Description

**Job Title:** Laundry Assistant

**Reports to:** Assistant Manager - Laundry

**Reportees:** None

**Location:** Bradfield College / St Andrew's

**Department:** Housekeeping

**Main Duties:**

To provide laundry services across the College, in-line with the British Institute of Cleaning Standards (BRICS) guidelines. This includes, but is not limited to:

**1. Collection and Sorting of Laundry**

- Gather laundry from boarding houses and various school facilities.
- Sort items by type, colour, and washing requirements to ensure proper care.

**2. Washing and Drying**

- Operate commercial washing machines and dryers according to fabric care guidelines.
- Use appropriate detergents and stain removal techniques while adhering to health and safety standards.

**3. Ironing and Pressing**

- Iron and press uniforms, bedding, and other garments to a high standard.
- Ensure items are neat, crease-free, and ready for use.

**4. Folding, Packing, and Distribution**

- Fold and package clean laundry for delivery back to boarding houses and other areas.
- Maintain accurate records of items processed and returned.

**5. Health & Safety Compliance**

- Keep laundry area clean, organised, and compliant with hygiene regulations.
- Report any equipment faults or safety hazards promptly.
- Using cleaning equipment and chemicals safely and in accordance with COSHH regulations and training.
- Ensuring all cleaning materials and equipment are stored securely and safely.
- Ensuring appropriate personal protective equipment (PPE) is used as and when required.
- Supporting the wider Housekeeping team with ad hoc daily tasks as they occur across the estate.

**Financial Management:**

- Identifies ways to reduce business costs or improve business efficiency.
- Monitors project delivery against financial and other metrics.

**Training and Development:**

- Identifies opportunities for continuing professional development to ensure skills and knowledge are up to date.
- Undertakes mandatory training required for the role, e.g. Safeguarding Children, Health & Safety, COSHH.

**Relationship Management:**

- Establishes and maintains effective professional relationships with colleagues.
- Supports and enables own and colleagues' performance management.

- Able to demonstrate professional behaviours and college values.
- Ability to work as part of a team and independently.

**General:**

- Ability to organise own workload to meet targets and deadlines.
- Ability to communicate effectively.
- Flexibility to travel between sites (Bradfield and St Andrews) if required.
- Demonstrates attention to detail skills.
- Ability to work effectively under pressure and adapt to changing priorities.
- Ability to maintain confidentiality.
- Flexibility to undertake duties in another work area dependent on the needs of the business.

**Qualifications and experience required for this role:**

- Awareness of cleaning techniques and hygiene standards.
- Understanding of COSHH and safe use of cleaning chemicals (training provided).
- Experience in a cleaning or facilities role is preferred but not essential.
- Knowledge of infection control procedures is preferred but not essential.
- Experience of working in an educational setting is preferred but not essential.

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the college. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.*