



The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Laundry Supervisor - Job Description

Summary of the role:

To provide an efficient laundry service for the School, particularly for the boarding community, as part of the housekeeping and cleaning team.

Line manager: The Cleaning Supervisor

Main duties and responsibilities:

- To be responsible for sorting laundry, washing and drying according to garment instructions
- To use laundry products such as detergents as instructed
- To iron laundered items as necessary and according to garment instructions
- To fold and return completed laundry in line with agreed arrangements
- To operate laundry machinery as trained, such as washing machines, tumble dryers and irons
- To undertake some sewing and minor repairs to garments
- Swift reporting of any hazards or defects to the Cleaning Supervisor/Estates Manager
- Any other reasonable duties delegated by the Cleaning Supervisor/Estates Manager such as assisting with cleaning in times of staff absence

Note: During periods when the School is closed, routine laundry is undertaken throughout the School, to include bedding, curtains etc.

Person Specification

Personal Characteristics:

Essential Characteristics: Applicants must possess the following personal characteristics:

- To be able to communicate clearly with a variety of staff and pupils, and follow instructions
- To be able to prioritise workload and manage working time effectively
- To be able to work using your own initiative without supervision and also integrate well as part of a team
- Have a smart professional appearance
- To be flexible to the changing demands of the post
- To take pride in your work to a high standard

Desirable Characteristics: Previous experience of similar working in a school