



RADLEY

# Laundry Assistant

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

[www.radley.org.uk/employment/working-at-radley](http://www.radley.org.uk/employment/working-at-radley)



# Culture and Background

Radley College is an independent full-boarding school of boys situated five miles south of Oxford. We are fortunate to enjoy a stunning rural setting inspired by the nearby city and university. The hallmark of Radley remains its warmth, generosity, and kindness, we work hard to create an environment where boys will be happy, grow in self-confidence, thrive academically, and make the most of the many opportunities we offer.

It is an extraordinarily busy and vibrant place: everyone is encouraged to be fully involved in a wide variety of activities outside the working day, with staff encouraged to see the plays and concerts put on by pupils. Further information about the school may be found on our website [www.radley.org.uk](http://www.radley.org.uk).



The Department

As you might imagine, Radley's Laundry is a highly complex operation, requiring exceptional skill and precision. With a team of 9 dedicated staff members and over 14 advanced machines, the department operates like a well-oiled machine to meet the demanding standard of a 24-hour turnaround.

Operating Monday to Friday from 7:00 am to 4:00 pm throughout the year, the Laundry team is integral to the smooth functioning of Radley. They are responsible for sorting, washing, drying, folding, finishing, packing, and returning boys' clothes, sports kits, towels, and bedding. Additionally, they launder the Catering team's uniforms, curtains, and manage holiday loads from the Lets program. This adds up to an impressive 2.5 million items processed annually!

The team includes 9 dedicated staff members based in the Laundry. Two Laundry Caretakers ensure the seamless collection and transport of laundry between Radley and the newly-established facility in Abingdon. It is a fun and inclusive group who work exceptionally well together.

# The Role

We're pleased to offer an exciting opportunity for a Laundry Assistant to become part of our hardworking and friendly Laundry team.

In this role, you'll support the day-to-day running of the College laundry, working under the guidance of the Laundry Manager to ensure high standards are consistently met. You'll help deliver a reliable and efficient service that meets the needs of the College community.

We're looking for someone who is reliable, approachable, and has a good sense of humour—someone who enjoys working independently as well as being a supportive team player.

## Main Duties

- To sort the dirty laundry, including checking pockets and load the washing machines.
- To load and unload the tumble dryers.
- To identify damage, faults and sub-standard laundry and address accordingly.
- To maintain the laundry work area and machinery, keeping the dryer lint clean, to a high standard of cleanliness and hygiene at all times.
- To demonstrate flexibility of work process to meet the demands of a busy laundry.
- To press garments on the small presses.
- To iron “flat” items on the rotary iron.
- To fold and pack garments in the correct distribution bags.
- Provide a laundry service for commercial lettings.



# Person Specification

- Physically fit & able to undertake manual tasks.
- Confident working on own initiative as well as being a key team player.
- Effective communicator and helpful attitude
- Efficiency and accuracy when completing tasks.
- Ability to work to deadlines.

## Hours of work

Term time: 7.00 am to 12.00 pm Monday to Friday with a 30 minute unpaid break

College holiday time: 4 hours per day Monday to Friday.

# How to Apply

Applications must be submitted via our online application form. We encourage early application and reserve the right to appoint at any time.

## Selection Process

If shortlisted, you will be invited for interview. Your interview will involve a brief session with our Human Resources department, to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

In the event of not being successful, please be assured that all copies of identification will be destroyed.



# Staff Benefits

- College sickness scheme.
- Pension – contributory group personal pension scheme with generous employer contributions.
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the College's sports centre (£50pa) and other sporting facilities, including a nine-hole golf course (£35 pa).
- Employee Assistance Programme.
- Free parking on site.
- Free lunch in dining hall during term time.

# Safeguarding

Radley College is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. . All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are spent unless they are protected under the DBS filtering rules) in order to assess their suitability to work with children. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. S/he will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.



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