



Laundry Assistant Job Description

Thornton College, Convent of Jesus and Mary, Thornton, Milton Keynes, MK17 0HJ

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Charity No. 247358

Thornton College is a leading independent Catholic day and boarding school for girls. It is one of the most successful non-selective schools in the UK and offers a warm and nurturing educational environment alongside a rigorous and exciting curriculum.

There are approximately 400 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-18. Over 50 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes, and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued, and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for pupils of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016. Most recently, the school received 'Excellent' in all areas in its ISI inspection (October 2022), with inspectors commenting upon the 'dynamic teaching' and the 'positive attitudes to learning' displayed by 'pupils of all ages.'

Job Description:

Reports to Laundry Supervisor

Context & Overview of Role:

As part of a team you will be responsible for ensuring that you support the Boarding Team and the wider school with laundry requirements. This is a position within the wider Support Team term time only. You will be a lone weekend worker, where organisation of own workload and priorities, using own initiative and knowledge of work is essential.

This is a hands on role, within the Operational Function of the College. At times overtime may be offered overtime within the Housekeeping team, by arrangement with the Bursar. The post-holder provides an efficient and high calibre service to the College in respect of all matters. You will need to contribute to a positive culture that supports the Boarding, Teaching and Learning environment effectively. You will play an active role in supporting the operational function and ensure H&S is a focus of priority at the College. You will ensure that COSHH regulations are complied with.

Main Responsibilities

- To be responsible for daily laundry at the college and the laundry environment at weekends.
- Support the Laundry Supervisor to ensure laundry is completed in an ordered and timely fashion.
- To build relations with the Housemistresses within Boarding and facilitate an appropriate laundry schedule at weekends; predominantly laundering uniform and PE kits.
- To support the summer school as required; ensuring bedding is in place for newly arriving students.
- Attend appropriate training courses for your role.
- Ensure that the schools H&S policy is considered in all you do, paying due care and attention to your safety and the safety of others.
- Participate in CPD
- Communicate with other stakeholders effectively.
- Raise any concerns with the Bursar.
- Support the school in ways to be a better Eco-friendly environment.
- Support the aims and ethos of the school at all times.
- Set a good example in terms of punctuality, attendance and to observe the school's dress code.
- Maintain a professional distance with students and parents.
- Attend INSET days when required.
- Be proactive in maintaining pupil safety and the safety of others.
- Take part in staff annual review.
- Read and understand the school's Health & Safety Policy a copy of which is held on the SharePoint drive.
- To make decisions about priorities of work.
- Organise priorities – priorities are ever changing.

Health & Safety

- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs and those of others; particularly those for whom you have a duty of care.

All staff are required to undertake whatever else may be reasonably required by the Headteacher in support of the Aims of the School.

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

Remuneration:

Salary scale: £10.42 gross per hour

Thornton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo an Enhanced DBS and barred list check by the Disclosures and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Thornton College carry out online searches on shortlisted candidates in line with the updated guidance from KCSIE to identify any incidents or issues, related to suitability to work with children, that may need to be raised or clarified at interview.

Job Descriptions are subject to annual review.