Candidate Information

TONBRIDGE SCHOOL

LAUNDRY ASSISTANT

Saturdays, term time



THE DEPARTMENT AND POST

The Laundry Department provides a comprehensive laundry and linen service across the Tonbridge School campus, supporting boarding pupils, staff and School facilities. Responsible for the care and processing of clothing, bed linen and other items, the department plays an important role in ensuring a high-quality service that supports the day-to-day operation of the School.

The Domestic Services Manager - Laundry oversees the daily operation of the Laundry Department, supported by a team of Laundry Assistants. The team is responsible for sorting, washing, drying, pressing and folding ensuring all items are handled with care and attention to detail, including valuable and specialist items. Using a range of commercial laundry equipment and working in accordance with Health & Safety and COSHH requirements, the team maintains high standards of cleanliness, efficiency and customer service while providing a reliable and professional service across the campus.



JOB DESCRIPTION

Job Title Laundry Assistant – Saturdays

Reporting to Domestic Services Manager – Laundry

Main Purpose Working as part of a team, with responsibility for cleaning, drying, pressing and packing of School laundry, and assisting with cleaning duties as required.

MAIN DUTIES

- Assist in the washing, care and cleaning of clothing, bed linen and other items including:
    - sorting, counting, folding and pressing;
    - giving special attention/treatment to all items; and
    - taking care of valuable items.
- Operate various washing, drying and pressing machinery according to safe operating procedures.
- Fully comply with Health & Safety and COSHH with laundry and cleaning processes to effect a safe working environment.
- Report any defects of machinery or equipment to the Domestic Services Manager - Laundry.
- Assist with cleaning duties, including the Laundry Department areas, as directed by the Domestic Services Manager - Laundry.
- Develop own skills and knowledge and attend any required training courses.
- To undertake any reasonable request or other related duties as required by your line manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding Tonbridge School and The New Beacon, its staff and its business. Information must not be communicated to other persons in or outside our Schools except in the recognised course of their duties.

SAFEGUARDING

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protection Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

Skills and Abilities

- General understanding of laundry and cleaning processes – full training provided.
- Knowledge of COSHH and Health & Safety.
- Self-motivated, flexible and pro-active.
- Approachable personality, tolerance and a sense of humour.
- Team player with willingness to support others in their roles.
- A proactive and 'can do' attitude with a positive outlook.
- Ability to work proactively to a high degree of accuracy and strong attention to detail.
- Good communication and strong interpersonal skills.

Experience

- Experience of working in an educational setting would be an advantage but is not essential.
- Previous laundry experience would be an advantage.

HOURS OF WORK

- 4 hours per week.
- Saturdays, nominally 8am to 12pm.
- 34 term time weeks.

There may be occasions when additional hours are required or working hours may be varied from time to time, by mutual agreement, to meet the demands of the School.

BENEFITS

£13.09 per hour plus holiday entitlement and benefits package including:

- Pension scheme
- CPD opportunities
- Opportunities for development and progression
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

APPLICATION PROCESS

Letters of interest should be sent to the HR Department via internal mail or email: **hrdept@tonbridge-school.org**

Candidates should outline their interest in and aptitude for the role in their letter, drawing on relevant experience to show how they would meet the role's requirements.

hrdept@tonbridge-school.org
01732 365555

Closing Date: Friday 27 November 2026 at 10am

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

TONBRIDGE
ONLY CONNECT

Tonbridge School
High Street
Tonbridge
Kent TN9 1JP
+44 (0)1732 365555
hrdept@tonbridge-school.org

TONBRIDGE-SCHOOL.CO.UK

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The information contained in the brochure is accurate at the time of going to press