STONYHURST

Job Description

Job Title: **Laundry Supervisor**

Department: **Domestic**

Line Manager: **Facilities Director**

Purpose

To support the Facilities Director in leading the daily operations of the Laundry Department. To ensure a high standard of laundry services is provided to the campus at all times within a compliant, safe and inclusive environment.

Key Tasks and Responsibilities

- Supporting the Facilities Director in the management of all staff in the Laundry Department, including recruitment, training and development, performance management, health, safety, and welfare;
- Manage the control, ordering and issuing of all stock to laundry staff and other departmental staff on the campus, maintaining accurate records and ensuring that all stock is returned at the appropriate time;
- Stock check at regular intervals throughout the year, ensuring that stock is maintained at all times to properly service the requirements of the campus, reporting defects where necessary;
- To ensure that all equipment is maintained in a good and safe state at all times, notifying relevant people of any defects or malfunctions;
- Comply with all necessary regulations concerning the use of machinery and materials
- To work with payroll to provide up to date records of timesheets including absences and holidays in order to ensure accurate and timely pay
- Ensuring that prescribed uniform standards for laundry staff are adhered to at all times
- Liaising with the school community to ensure that the requirements are given proper consideration and dealt with in a timely manner

Person Specification

1. Experience supervising a team
2. Previous experience of using industrial laundry equipment, machines and cleaning materials would be advantageous
3. Use of equipment relating to manual handling and understanding of lifting and manual handling regulations
4. Knowledge of COSHH regulations
5. Previous experience of working within the industrial laundry sector would be advantageous
6. A motivation to work for the betterment of children and young people
7. To have good interpersonal skills and the ability to work well as part of a team

Working Conditions

The hours of work for this role are 37.5 hours per week.

Stonyhurst is committed to the safeguarding of children. The successful applicant will be subject to an enhanced DBS check.

All staff must live out our values and uphold our safeguarding policy at all times. We believe everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We are committed to equality and anti-discriminatory practice. We will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. All staff at Stonyhurst are expected to demonstrate consistently high standards of personal and professional conduct.

All staff at Stonyhurst must have proper and professional regard for the ethos, policies and practices of Stonyhurst, and must maintain high standards in their own attendance and punctuality. Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.