Magdalen College is one of the most beautiful of the Oxford Colleges with a hundred-acre site of ancient and modern buildings including the landmark Great Tower beside Magdalen Bridge. Accommodation is provided to over five hundred graduate and undergraduate students. The College also houses several residential Fellows and provides teaching and meeting rooms, offices and common rooms. Public areas of the College are cleaned on weekdays, and bedrooms are serviced weekly. During the University vacations facilities at Magdalen College are made available for residential conferences, summer schools and dinners.

The Laundry Assistant is employed by the President and Fellows of Magdalen College and is responsible under them to the Home Bursar. For the performance of their duties the Laundry Assistant will report to the Steward. The Laundry Assistant will work alongside the Laundry Supervisor.

The following duties are the responsibility of the Laundry Assistant and Laundry Supervisor. It will be the role of the Laundry Assistant to assist the Laundry Supervisor in carrying out these duties, and to deputise in her absence.

- To undertake the cleaning of bed and table linen, staff uniforms, Fellows’ personal clothing and College sports kits in a safe and responsible manner.
- To work with other staff to ensure clean laundry is packed and returned to correct area and delivered on time and to ensure there are always emergency loads available.
- To work as part of a team and support other staff in the smooth running of their area to maintain a high standard.
- To maintain a high standard of cleanliness within the Laundry Department.
- To ensure the safe running of the machines whilst ensuring security procedures are followed at all times.
- Record personal laundering for information to the College Accounts Department.
- To ensure all curtains are cleaned regularly, as directed by the Steward.
- Report details of faults and failures of electrical equipment / fabric of the building to the Steward.
- Responsible for the routine cleaning of the in house laundry and equipment.
- Responsible for the safe and secure storage of laundry supplies.
- Order chemical supplies through the Steward.
• Take responsibility and comply with the College and Housekeeping Department’s Health and Safety and Departmental Policy and Procedures.
• Undertake other duties within the sphere of the Housekeeping Department, as deemed appropriate by the College Steward.
• Attend meetings, training sessions and courses, held in-house or externally as required.

The list of duties and responsibilities is not exhaustive and you may be required to carry out alternative tasks as instructed by your supervisor to ensure the Department can operate an efficient service at all times.

**Person Specification**

The successful applicant will possess the following attributes:
• NVQ level 2 Cleaning & Support Services.
• Certificates in COSHH & Manual Handling.
• Experience of operating commercial laundry equipment.
• Excellent time management skills.
• Good interpersonal skills.
• Willingness to be flexible to ensure the Department maintains high standards and overall objectives are continuously met.
• Good standard of personal presentation.
• Previous experience within a commercial laundry is desirable although not essential. Full training will be provided.

**Salary and Hours of Work**

£9.00 per hour

This post is 35 hours per week 8.30am to 4.00pm, Monday to Friday with a 30 minute unpaid lunch break, although a flexible approach to working hours is required to ensure that the Laundry runs efficiently. Occasional weekend work may be required during the undergraduate interview period and conference periods. Weekend work will be paid at a rate of time and a half for hours worked on a Saturday and double time for hours worked on a Sunday.

**Benefits**

• Membership of contributory pension scheme.
• Free lunch will be provided whilst on duty and when the kitchen is open.
• Car parking may be available.
• Use of sports facilities.
• Optional contributory Healthcare Scheme.
• Bus pass purchase scheme.
• Holiday entitlement is 25 working days per annum (pro-rata), plus bank holidays. Some restrictions may apply when holiday cannot be taken and some set day’s holiday must be taken when the College is closed.
Applications

Please complete the College application form, and send it together with the recruitment monitoring form to human.resources@magd.ox.ac.uk or Human Resources, Magdalen College, Oxford, OX1 4AU by 12 noon on Friday 23rd November 2018. Interviews are due to take place on Tuesday 11th December, the successful candidate taking up post on Monday 14th January 2019. If you do not wish the College to contact your referees at this stage please make this clear in your application. Should you have any questions about the application procedure please call 01865 276033. **Late or incomplete applications will not be accepted.**

Data protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College’s Data Protection Policy which can be found at http://www.magd.ox.ac.uk/other-policies/data-protection/.