



KINROSS WOLAROI  
— SCHOOL —

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# Laundry Supervisor

Candidate Information Pack

Closing Date: 22 January 2020

January 2020

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## About Kinross Wolaroi School

**Kinross Wolaroi School** is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

## Further Information

For more information on the organisation, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au). Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School. There are also a number of videos showcasing the School at this link <https://vimeo.com/kinrosswolaroischool>

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## The role of Laundry Supervisor

The Laundry Manager is responsible for supervising a small team to ensure that all laundry services meet the highest possible standards in support of the School's 350 boarders and the external clients of KWS. The Laundry Manager will work closely with the Facilities Manager to develop new methods for increasing laundry efficiency.

Duties related to the position include, but are not limited to the following:

Key Word	Duties
<b>Laundry</b>	<ul style="list-style-type: none"><li>• Sorting dirty laundry</li><li>• Loading and unloading washing machines and driers</li><li>• Folding and packing clean laundry</li><li>• Report maintenance issues of all laundry equipment</li><li>• Laundry transport as required</li></ul>
<b>Stock control</b>	<ul style="list-style-type: none"><li>• Ordering of materials</li><li>• Unpack and check quantity and quality of stock as it arrives</li></ul>
<b>Management</b>	<ul style="list-style-type: none"><li>• Manage small team to ensure that the washing of linen and uniforms is as per standard</li><li>• Record and monitor laundry costs</li><li>• Provide input into the continuous improvement of laundry operations</li><li>• Provide reporting to Property Manager as required</li></ul>
<b>WHS</b>	<ul style="list-style-type: none"><li>• Ensure that all laundry supplies are stored in accordance with the School's policies and procedures</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• Housekeeping as needed.</li><li>• Other duties as directed by the Property Manager that are consistent with the skills, experience and training of the incumbent.</li></ul>

## PROFESSIONAL REVIEW

This position description as outlined above is intended as a framework for professional review.

## REPORTING

The Principal holds ultimate administrative responsibility however for practical purposes these responsibilities are delegated to the Business Manager. For day-to-day operational matters the role will be responsive to the directions of the Facilities Manager (your supervisor).

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## Selection Criteria

### General Expectations for staff at KWS:

Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School.

Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire.

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School.

Attend staff meetings and training when required.

Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.

Maintain professional confidentiality concerning information about staff and/or students and their families.

Act as a member of a team, developing and supporting the philosophy and ethos of the team.

Ensure that all documents are prepared and presented in accordance with the School's Writing Protocol.

### Working with Children (Criminal Record Checking)

The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment.

### Workplace Health & Safety

Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self)

Observe Kinross Wolaroi School WHS Protocol

Identify WHS information and training needs for self

Be involved in WHS projects according to priorities set by consultative processes and management direction

Comply with WHS initiatives as directed and agreed with management and consultative processes

Comply with safe work procedures as instructed by supervisor or manager

Comply with legal and reasonable instructions from employer representatives

Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations

### Personal Qualities

Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.

Cheerful disposition

Ability to remain calm under pressure

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Willingness to support the mission and values of KWS

Demonstrate a high degree of discretion, initiative and personal organisation

### Essential Criteria

Experience supervising a commercial laundry

Formal qualifications are not required, although demonstrated proficiency in undertaking the range of tasks outlined above is required

Experience in managing a small team

The ability to work as a co-operative member of a small team of co-workers

The ability to communicate effectively with supervisors, students and external customer groups

Have a commitment to a harassment-free workplace and support of colleagues

Be organised regarding day-to-day routine and detail, and display a caring nature towards the belongings of others

Be punctual and reliable in relation to duty days and times

Be of good health and physical fitness and able to maintain output in a physical environment

Current Drivers Licence

## Appointment Conditions

Employment will be offered on the basis of a part-time ongoing role working 76 hours per fortnight during term time.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. The position of Laundry Supervisor is classified at the General Operational Services Level 4 Grade of the MEA.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

## Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

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## Application

To make a confidential enquiry about the position, please contact Kate Kenny, Human Resources Manager on 02 6392 0351 / [kkenny@kws.nsw.edu.au](mailto:kkenny@kws.nsw.edu.au) or Madeleine Thomas, Human Resources Advisor on 02 6392 0484 / [mkthomas@kws.nsw.edu.au](mailto:mkthomas@kws.nsw.edu.au)

Before submitting your application please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to [kkenny@kws.nsw.edu.au](mailto:kkenny@kws.nsw.edu.au)

or addressed to

Mrs Kate Kenny  
Human Resources Manager  
Kinross Wolaroi School  
Locked bag 4  
Orange NSW 2800

*Preferred applicants will be screened in accordance with Child Protection legislation.*

## The Recruitment Process

Below is some information on how the recruitment process works at Kinross Wolaroi School and expected timeframes:

- The position has been advertised using print and/or digital media.
  - All applicants will receive an acknowledgment of receipt within two working days of email receipt. If you have not received an acknowledgement, you should contact the School to confirm receipt.
  - The initial shortlisting process will be completed within two weeks of the closing date.
  - First round interviews are scheduled for shortlisted candidates either face-to-face, via telephone or via skype within one month of the closing date.
  - Referee checking of the preferred candidates happens in the week following the second round of interviews. Referees will not be contacted without prior permission.
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