# RECRUITMENT PROFILE

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| Post Number | 15013 | Grade | 1D |
| Position Title | Relief Laundry Assistant | Department | Adult Social Care |
| Location | St Ronan's Care Home | Hours | Relief/Casual |
| Salary/Rate of Pay | £13.52 per hour/ £26,083.91 pro rata per annum | Number of Staff Responsible for | 0 |
| Reports to Post Number | Assistant Manager/Manager | Registration Requirements | None |
| Contract Status | Relief/Casual | Disclosure Status | PVG Adults |
| Role Profile Number | OS 1A | Work Pattern | Shifts |
| Vacancy Number | SBO10319 | Closing Date | 03/09/2026 |

| Key Responsibilities |
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| The role of the laundry assistant is to contribute to the provision of a laundry service for residents and ensure that all standards are met, and to work towards the continuous development of service delivery, in accordance with Care Inspectorate Standards.<br><br>Principal Duties & Responsibilities:<br>• Ensure that all service users clothing, linen, and other related articles are laundered to a high standard.<br>• Ensure a high standard of cleanliness within the laundry.<br>• Ensure that Health & Safety and COSHH regulations are adhered to at all times.<br>• Report any maintenance issues or Health & Safety concerns to the Senior Support Worker or Manager.<br><br>Please note elements of this job will require physical effort. |

| | **Essential** | Desirable |
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| Education & Training | ▪ Basic numeracy and literacy | |
| Experience | | • Previous experience of working in a cleaning environment |

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| | | • Previous experience of working in a Care Environment |
| Job Specific Skills | | ▪ Previous experience of operating laundry equipment or similar.<br>▪ Knowledge of C.O.S.H.H regulations<br>▪ Knowledge of infection control guidance. |
| Qualities | ▪ Enthusiastic and motivated<br>▪ Good time keeping<br>▪ Able to work independently | |
| Health & Safety | ▪ Employees shall work in accordance with policies, procedures, information, instructions, and / or training received. | |

| Benefits of Working for Scottish Borders Council: |
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| • Living Wage Employer<br>• The opportunity to learn on the job whilst achieving qualifications<br>• Qualify for a Blue Light Card and SB Benefits<br>• The opportunity to provide rewarding work<br>• Paid training and PVG |

· References - (All posts)
· Confirmation of qualifications required to meet the essential criteria on the person specification - (All posts)

Right to Work in the UK:
Under the Immigration, Asylum and Nationality Act 2006 – require original documentation confirming legal entitlement to live and work in the UK.
· A Passport/National Identity Card showing you are a British Citizen or an EEA or
· Swiss National or
· a full British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

· or a passport or travel document endorsed to show that you are allowed to stay in the UK indefinitely or for a limited period of time and are allowed to work is required.

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS

Disclosure/PVG Registration
Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.
This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure
These "excepted professions" are set out in the Exceptions Order and include:
· certain professions in areas such as health, pharmacy and the law;
· senior managers in banking and financial services;

PVG Registration
Certain posts are considered Regulated Roles with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

Political Restrictions
Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

** From 1 April 2026 a Scottish Local Government Living Wage Rate of £13.52 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.

Information for Applicants

Protecting Vulnerable Groups Scheme and Disclosure Scotland Checks

You have requested information on a position within the council that requires either a PVG or Disclosure check. The level of check required will be detailed on the Job Description.
In order to protect young and adult people at risk Scottish Borders Council is required to undertake checks for the following individuals:

 Employees: Current staff and candidates who have been recommended for specified types of posts i.e. posts working with vulnerable groups (children or protected adults).

 Other people: Volunteers working with vulnerable groups, Foster Parents, prospective adopters, Children's Hearing members, Host Parents, Elected Members who sit on certain committees.
Certain other specified positions also require checks to be undertaken.
Legislation makes it an offence for the council to offer employment or to continue to employ someone who has been found to be unsuitable to work with children or protected adults. Undertaking PVG Disclosure checks ensures that we comply with this legislation.

Under the terms of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 Scottish Borders Council are entitled to ask "exempted questions" that require applicants to reveal their full criminal history.
An "exempted question" is a question which employers are not normally allowed to ask in relation to a person's criminal conviction history. Under the terms of the Rehabilitation of Offenders Act 1974 offenders become rehabilitated after varying periods of time and their conviction(s) deemed "spent", depending on the sentence imposed and whether they have re-offended. The Act provides that a spent conviction need not normally be disclosed by the individual, except in situations where information about spent convictions needs to be available. There are a number of positions with the Council where both spent and unspent convictions must be disclosed e.g. positions involving contact with children and/or adults at risk.

Under the PVG Scheme:
When a person applies to join the PVG Scheme for the first time there are two types of disclosure record available:
 the Scheme Record (and subsequently a Scheme Record Update) at the request of an organisation.
 the Scheme Membership Statement at the request of a personal employer or by the individual alone in anticipation of doing regulated work in the future;

The Scheme Record states the type of work the person is registered for, whether work with children, protected adults or both and whether they are under consideration of being barred. It also contains details of all convictions on record, whether spent or unspent, and other relevant non conviction information held by Disclosure Scotland.

A Scheme Record Update states the type of work the person is registered for, and whether they are under consideration of being barred. It also confirms the date of issue of the last Scheme Record, whether or not any further information is recorded on that Scheme Record and whether or not any further information has subsequently been recorded.

Depending on the contents of the Update it may be necessary to obtain a Scheme Record.
A Scheme Membership Statement simply states the type of work the person is registered for, and whether they are under consideration of being barred.

Under the Police Act:
There are different types of Disclosure Certificate:

Level 2 Disclosures are available for certain purposes including those involved in the administration of the law, and senior managers in banking and financial services. A Level 2 Disclosure will contain details of all convictions on record, whether spent or unspent. This means that even minor convictions, no matter when they occurred, will be included on the Disclosure.

A Level 1 is also available, however this can be obtained only by an individual rather than an organisation, as long as they apply in the appropriate manner and pay the relevant fee. Level 1 Disclosures include all convictions considered to be unspent under the Rehabilitation of Offenders Act or state that there are no such convictions.