



POSITION DESCRIPTION – SEWING ASSISTANT

- POSITION TITLE:** Sewing Assistant
- RESPONSIBLE TO:** Director of Boarding & Business Office Manager
- RESPONSIBLE FOR:** College sewing and laundry services.
- KEY FUNCTIONAL RELATIONSHIPS:**
- Boarders
 - Laundry staff
 - Boarding staff
 - Maintenance staff
 - Catering staff
 - Outdoor Education
 - Senior College

CORE VALUES OF ST ANDREW'S COLLEGE:

St Andrew's College offers pre-school to year 13 education which is:

- Independent.
- Co-educational.
- Christian in its ethos, derived from its Presbyterian foundation.
- Scottish in traditions.
- Focused on excellence, the love of learning and encouraging each student's highest personal achievement.
- Caring, supportive and stimulating.
- Attentive in its provision of opportunities for the development of the values and skills necessary to make a positive contribution to local and global communities.
- Able to offer boarding accommodation during the school year from Years 9–13.
- Inspirational and encouraging, by providing the appropriate support for each student to achieve her/his potential.

Values – principles in all we do.

Purpose – our reason for existence.

VALUE	PURPOSE
Truth	Integrity in everything we say and do.
Excellence	Reaching beyond what people expect of us.
Faith	In self, others, and our future.
Creativity	Daring to imagine; turning ideas into reality.
Inclusivity	Valuing diversity; embracing different perspectives.

DUTIES / KEY RESPONSIBILITIES:

The below statements are intended to describe the general nature and level of work to be performed within the role. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

1. Boarding's Sewing Requirements

Boarders' clothes are named and are kept tidy, presentable and in good condition. Repairs and alterations are performed in a timely fashion and to a high standard. When clothes can no longer be repaired, this is communicated constructively to the boarder. Boarders are made to feel welcomed and are encouraged to use the sewing and laundry services.

2. Maintenance Department Support

Sewing support is provided to the maintenance department in the form of – but not limited to – repairs to College curtains.

3. Outdoor Education

Outdoor Education equipment is kept in good working condition where possible with neat repairs.

4. Kitchen & Catering

Catering has a sufficient supply of tablecloths and cleaning rags/cloths made in a timely manner and to a high standard. Catering department's sewing needs are met.

5. Other College Departments

College departments are well-supported in terms of any sewing needs that may arise. Work is conducted to a high standard and staff are encouraged to make use of the sewing services.

6. Support to Laundry Assistants

The Sewing Assistant is a member of the Sewing & Laundry Department and so will provide support to the Laundry Assistants, especially at busy times or to cover staff absence, so that the laundry keeps running and meets its obligations to boarding and other College departments.

HOURS OF WORK:

20-hours per week being 7.30am-11.30am with a paid rest break, Monday to Friday – term time only. Other hours may be available as required.

PERSON SPECIFICATION:

1. High standard of sewing work and strong knowledge of tailoring/altering garments.
2. Fast worker, able to prioritise as necessary.
3. Organisational skills.
4. Eye for detail, a neat and precise worker.
5. Good people skills and customer service, providing a welcoming and helpful environment to the students and College Staff.
6. Able to work co-operatively and effectively within a team.
7. Ability to work independently.
8. Personal qualities of honesty, integrity, enthusiasm and approachability.
9. Loyalty and commitment to students and their parents and staff.
10. Be supportive of the strengths of the school, and exercise discretion and confidentiality.