



LANCING COLLEGE

Little Lancing Day Nursery & Forest School

Nursery Cleaner



The Nursery

In September 2019, Lancing College launched a Day Nursery and Forest School which is located within the grounds of the Lancing Estate in a specially refurbished building with extensive grounds. The nursery is open from 7:30am to 6:30pm and caters for children aged 2 months to 4 years; it is open 51 weeks of the year. The ethos of Little Lancing aligns with that of Lancing College, however whilst welcome, there is no obligation/expectation that children will transfer into the Lancing College schools.

Job Title: Nursery Cleaner

Reports to: Facilities Manager / Assistant Facilities Manager

The Appointment

The department covers a diverse range of support functions, including all aspects of housekeeping and cleaning. The postholder will work within a team to upkeep both the internal and external areas of the Nursery.

Key Responsibilities

- To clean a range of designated areas, including offices, common rooms, corridors, stairways, bathrooms, toilets, hard and soft flooring, public spaces, teaching rooms and nursery rooms.
- To carry out dusting, mopping, sweeping and vacuuming across designated areas.
- To clean internal windows as required.
- To remove recycling and general waste to the appropriate collection points.
- To sanitise surfaces and touch points daily to protect children, staff and visitors from potential viral exposure.
- To deep clean areas identified as having been exposed to viral infection.
- To maintain cleaning equipment to ensure it remains safe and effective.
- To ensure all areas are always kept secure.
- To observe and comply with the Nursery's Health and Safety policy and Code of Practice.
- To observe Control of Substances Hazardous to Health (COSHH) regulations and the safe use of chemicals and Personal Protective Equipment (PPE).

Person Specification

Skills and Qualifications

- Previous cleaning experience is essential.
- Experience cleaning with an early year or school environment would be advantageous.

Personal Characteristics

- Works collaboratively and communicates professionally to support customer needs.

- A willing team player with a positive, can-do attitude.
- Committed to providing a quality service, right down to the intricate details.
- Proactive in seeking service improvements.
- Flexible approach in meeting customer needs.

Desirable Criteria

- Previous experience working as a cleaner.
- Knowledge of COSHH regulations.

Employee Benefits

- Complimentary lunch for those working either side of lunchtime.
- Free parking at our on-site car parks.
- Cycle-to-work scheme.
- Additional leave between Christmas and New Year.
- Access to books, DVDs and magazines from the College Library.
- Support for professional CPD where this related to an individual's role.
- Flexible working is something which varies from role to role, but it is a benefit we try our very best to accommodate where possible.
- Comprehensive wellbeing support from the Employee Assistance Programme, offering a 24/7 support helpline and wellbeing tips including professional advice.
- Free tickets to College musicals, dance and drama performances.
- Staff events, Christmas parties and other opportunities to socialise and relax with colleagues in our welcoming nursery team.

Terms and Conditions

- Salary is £6,609.20 per annum.
- Hours of work are 10 hours per week to be worked Monday – Friday 6.30pm – 8.30pm.
- In addition, the postholder will be required to work at least two Saturdays per year for planned deep-clean duties during events (e.g., Open Days). Shifts last 5 hours and will be paid by timesheet. Dates will be provided in advance.
- Uniform and PPE provided.
- Holiday entitlement is five weeks per annum, which must be agreed in advance with the Line Manager, plus recognised Public Holidays, unless they fall during term time when they are treated as normal working days and time off in lieu will be given. Current practice sees the school closing between Christmas and New Year and these days are in addition to the annual holiday entitlement.
- The School currently operates a Group Personal Pension subject to scheme rules which may vary from time to time. The School shall initially pay a sum equivalent to 5% of your basic Salary into the pension scheme subject to contribution by you of at least 5%. You can alternatively opt to make a contribution of 7.5% and the School will match this. Minimum contributions may vary to reflect the prevailing legislative requirements.

- The employment is subject to a probationary period of six months. During the probationary period, one week's notice will be required on either side after which one month's notice will be required.

Further Information

Lancing College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure which the College considers satisfactory, the receipt of satisfactory references, the College's pre-employment medical questionnaire and sight of relevant original ID documentation and qualification certificate(s).

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.

Lancing College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in Keeping Children Safe in Education 2025. The check helps us to ensure safe and robust checks on the suitability of individuals to work within our Nursery.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the Lancing College's objective assessment.