



LANCING COLLEGE

Little Lancing Day Nursery & Forest School

Nursery Housekeeper



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 Housekeeper

Reports to: Nursery Manager / Deputy Nursery Managers

Key Responsibilities

- To ensure the kitchen is kept clean and clear, collect, load and unload dishwasher and serve meals and snacks taking into account children's dietary requirements.
- To complete daily, weekly and monthly Health & Safety checks as required.
- To ensure the laundry room is kept clean and clear.
- To collect, load and unload washing machine and dry and fold in timely manner.
- To ensure laundry is washed appropriately according to soiling on the materials in accordance with the Health & Safety policy.
- To support the Nursery Cleaners with cleaning duties in and around the Nursery.
- To support the smooth running of the Nursery by covering lunch breaks to relieve Nursery staff and provide suitable childcare cover during these scheduled times.
- To support the staff in day-to-day tasks including but not limited to unpacking deliveries.
- To ensure the Nursery is kept tidy and safe for children, staff and visitors.
- To report any maintenance issues that prevent safe and efficient cleaning of these areas.
- To remove all bottles and recyclable materials to the relevant position or bin and ensure anything recyclable is recycled.
- To ensure there is sufficient stock levels of cleaning materials and correct equipment within the Nursery.
- To ensure areas are kept secure at all times.
- To be committed to the safeguarding of all children.
- To observe and comply with the College's Healthy and Safety policy and Code of Practice.
- To observe COSHH regulations and the safe use of chemicals.
- Any other duties as assigned by the Nursery Manager or Deputies.

Skills and Qualifications

- Able to undertake the physical requirements of the role, including regular moving, lifting, carrying and handling of equipment, laundry and supplies, with or without reasonable adjustments.
- Ability to work effectively as part of a team and contribute to the smooth day-to-day operation of the Nursery.
- Able to follow health and safety procedures and maintain high standards of cleanliness and hygiene.
- Good organisational skills and the ability to prioritise workload and complete tasks in a timely manner.
- Reliable, flexible and able to work using initiative where appropriate.
- Able to communicate effectively with colleagues, parents and visitors in a professional manner.

Desirable Criteria

- Previous experience in a housekeeping, cleaning, facilities, hospitality or similar environment.
- Experience of working in a customer-facing role.
- Experience of working in an educational, childcare or nursery setting.
- Knowledge of safe manual handling practices.
- Knowledge of food hygiene and kitchen safety procedures.
- First Aid qualification or willingness to undertake training.

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 £12.71 per hour.
- Hours of work are 37.5 hours per week to be worked Monday – Friday 9.00am – 5.30pm with one-hour unpaid lunch break. Some flexibility is required as the postholder may occasionally be required to work additional hours, evenings or weekends to support Nursery, including Open Mornings. Where additional hours are authorised, time off in lieu will be provided in accordance with College procedures.
- 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 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 2026. 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.