



LANCING COLLEGE PREPARATORY SCHOOL AT WORTHING

Appointment of
Evening Cleaner



The School

Lancing College Preparatory School at Worthing (LPW) is situated in approximately two acres of grounds in Broadwater, an area north of Worthing. The school is sited in a Grade II listed building with the oldest part of the building dating back some five hundred years. The Manor of Broadwater is mentioned in the Domesday Book.

Lancing Prep Worthing is one of the Lancing College family of schools, complementing Lancing's prep schools in Hove and in Bury; together they cement the Lancing position as a leading senior school, with a trio of prep schools spreading along the coast from Brighton to Chichester and northwards into the South Downs.

Lancing Prep Worthing is a vibrant and nurturing independent school that offers a dynamic and enriching educational experience for children aged 2 to 13 years. Rooted in the values of kindness, curiosity, and ambition, the school fosters a culture where every child is known, supported, and inspired to thrive both academically and personally.

In May 2025, LPW was inspected under the Independent Schools Inspectorate's (ISI) new framework, which came into effect from September 2023. The school is proud to have received a highly successful outcome which affirmed the quality of the educational provision and pastoral care. In addition, LPW was named a Finalist for The Debrett's Education Award for Outstanding Pastoral Care, it received a Highly Commended Award for Best Learning Support in the Muddy Stiletto's Best School Awards and was shortlisted for Small Independent School of the Year in 2025.

The school combines high academic standards with a broad co-curricular programme. The dedicated staff work collaboratively to create a warm, inclusive environment where pupils are encouraged to explore their passions, develop resilience, and grow into confident, compassionate individuals.

The Appointment

We are seeking an Evening Cleaner to join our dedicated Domestic Services team. This team plays an essential role in supporting the school community by maintaining excellent standards of cleanliness across all areas of the site.

As an Evening Cleaner, you will be part of a friendly and hardworking team responsible for ensuring that classrooms, communal areas, and facilities are clean, tidy, and welcoming for the next school day.

This role is ideal for someone who takes pride in their work, enjoys being part of a supportive team, and wants to contribute to the smooth running of a busy and vibrant school environment.

Job Title: Evening Cleaner
Responsible To: Facilities Manager

Key Tasks and Responsibilities

- To keep a variety of school areas clean and well-presented, including common rooms, corridors, stairways, showers, kitchens, WCs, teaching spaces and public areas.
- To use and look after cleaning equipment, ensuring it is maintained to a high and safe standard.
- To help keep all areas safe, tidy and secure for students, staff and visitors.
- To work in line with the School's Healthy & Safety Policy and Code of Practice to ensure a safe working environment.
- To follow COSHH guidelines, using cleaning chemicals safely and responsibly.
- To carry any additional reasonable duties requested by your line manager to support the smooth running of the team.

Skills and Experience:

- Experience of working in a similar role within a customer service environment.
- 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.

This job description sets out main duties at the time when it was drawn up. Such duties may vary occasionally but without changing the general character of the duties or the level of responsibility entailed.

Application Procedure:

Applications should be made using the application form. Candidates are asked to add a covering letter setting out, as succinctly as possible, their reasons for applying for the position at Lancing.

Application forms are available from the College website www.lancingcollege.org.uk. Please send any emails to recruitment@lancing.org.uk

A full curriculum vitae and the names, addresses and telephone numbers of a minimum of two referees, one of whom should be the candidate's current or most recent employer should be included with the application.

Applications will be reviewed on receipt and candidates may be invited to interview before the closing date. Early application is therefore advised.

Terms & Conditions:

- Salary is £8,923.20 per annum.
- Hours of work are 15 hours per week to be worked Monday – Friday 5.30pm – 8.30pm. However, these times may vary slightly from time to time to suit the needs of the business. The employee may be required to work on occasion to assist with special events held at the College.
- 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 will be subject to a twelve-month probationary period. Two weeks' notice is required on each side to terminate this contract during the probationary period, after which one month or the minimum statutory is required.

Further Information

The School 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 School considers satisfactory, the receipt of satisfactory references, the school's pre-employment medical questionnaire and sight of relevant original ID documentation and degree 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 School.

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 School's objective assessment.