



Lancing College

Appointment of a
Weekend Cleaner / Porter

The College

The College stands in an impressive downland estate of some 550 acres, which includes playing fields, residential properties, and an area now managed as an educational farm. The remainder is let to a tenant farmer. The distinguished Victorian buildings, including the spectacular chapel that was begun in 1868, are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions. More recently a new library, Art School and an additional girls' house have been formed by conversion. There is also major investment in funds for scholarships and bursaries.

Lancing first admitted Sixth Form girls in the 1970s and moved to full co-education in 2000. The College's modern history is one of evolution from an almost wholly boarding community to a mixed boarding and day school serving Sussex and the South East with an entry of some overseas pupils. In 2002 the governors acquired what has now become Lancing College Preparatory College at Hove which is about five miles away from the College itself. As a result of a further acquisition Broadwater Manor School became Lancing College Preparatory School at Worthing in January 2014. For further details of both Schools, please see the appropriate section of the Lancing College website (www.lancingcollege.co.uk).

Lancing has a strong history of achievement academically, in the arts, and in a wide variety of sport. There is a modern swimming pool, squash and fives courts, a range of tennis courts and two all-weather surfaces; a new equestrian opened recently. Music, drama and art are currently very strong. The specialist music school is next to the Chapel, which possesses a modern Frobenius organ as well the original Walker instrument. The theatre has recently been re-furbished and a dance studio added to its facilities. The Art School (2008) brought art, photography, sculpture and ceramics under one roof. Extensive work has taken place to remodel the Science Department. The College has a remarkable reputation in the arts. O.Ls include Sir Tim Rice, Christopher Hampton, and Sir David Hare who continue a tradition which reaches back to Evelyn Waugh, and other distinguished figures such as Archbishop Trevor Huddleston, Sir Peter Pears, Sir Roy Calne and Sir Christopher Meyer.

The College recruits a 13+ (Year 9) entry of approximately 105 and an additional Sixth Form (Year 12) entry of about 40. There are nine houses (seven boarding houses, four boys' and three girls', and two day houses, one each for boys and girls). Lancing operates a six day academic week with teaching on Saturday mornings and sports fixtures on Saturday afternoons, and day pupils are expected to engage fully with the life of the boarding community. The College was awarded Excellent by the ISI in an Education Quality Inspection in March 2017. This process investigates the quality of academic and other achievements as well as the quality of pupils' personal development.

The College has excellent IT provision. All pupils have been equipped with a College iPad.

Each year the College offers several academic scholarships and similar awards for Art, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Head Master, Mr Dominic Oliver, has been in post since September 2014.

Woodard Schools

The Woodard Schools group now consists of some 21 independent schools and five academies with further affiliated (state) and associated (independent) schools. The schools are responsible to the Woodard Corporation for good management but are separately incorporated as charitable companies.

As the Senior School of the Woodard Corporation, Lancing is closely identified with the worship and practice of the Anglican Church and its Catholic tradition. The Eucharist has always been the centre of worship in the Chapel. The College is involved in the work of the Corporation and the Woodard Southern Area Provost is an ex-officio member of the Governing Body. Candidates should be happy to work within this context and to support the Christian life and education of the College.

Job Description

Job Title: Weekend Cleaner

Responsible To: Domestic Services' Manager

General

The department covers a diverse range of support functions, including all aspects of housekeeping, cleaning and some light portering. The cleaner will work within a team to upkeep both internal and external areas of the College, including room set ups for school purposes and external functions.

Key Tasks & Responsibilities:

Duties will include:

- Cleaning of designated areas that may change from time to time to include common rooms, corridors, stairs, toilets and public areas, teaching rooms as well as external areas.
- Preparing rooms as necessary for teaching, courses or meetings.
- Maintaining cleaning equipment
- Ensuring areas are kept secure
- Observing and complying with the college's Health and Safety policy and Code of Practice.
- Observing COSHH regulations and the safe use of chemicals
- Any other duties as assigned by the line manager.

Knowledge / Qualifications Required

- Demonstrated knowledge of COSHH regulations
- Demonstrated knowledge of Manual Handling regulations
- First Aid qualification (preferred)

Skills / Experience Required

- Must be physically fit and able to undertake moderately heavy lifting
- Experience of working in a customer service environment
- Good communication skills
- Experience of working in a swimming pool complex or similar an advantage
- Must be prepared to do a water testing course for the swimming pool

Personal Qualities

- Customer service oriented with polite, friendly communication skills and a “can do” attitude.
- A team player
- Willing, positive, cheerful and adaptable
- Committed to providing a quality service right down to the small details
- Proactive in seeking service improvements
- Flexible approach in meeting customer needs

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

Terms & Conditions

- Hours of work will be 06.30am to 10.30am, Saturdays and Sundays, 52 weeks a year. However these times may vary slightly from time to time to suit the needs of the business. Also the employee may be required to work on occasion to assist with special events held at the College, eg Founder’s Day and Open Mornings.
- Holiday entitlement is equivalent to four weeks per annum, which must be agreed in advance with the Domestic Services 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.
- Contributory pension scheme. The employee will be eligible to participate in this scheme after three month’s employment. The College will contribute a sum equivalent to 5% of the employee’s salary provided that the employee contributes 5% or more.

Application Procedure

Applications should be made using the application form which is available from the College website www.lancingcollege.co.uk

Completed applications should be submitted to hr@lancing.org.uk by **Friday 23 March 2018**.

Further Information

- Lancing College is a no smoking site.
- Unfortunately, due to the large number of applications received, the College is unable to acknowledge every application. The College will only notify those candidates who have been successfully shortlisted for interview. Therefore, if applicants have not had a reply from the school within 21 days of the closing date, they can assume that their application has been unsuccessful.

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.

The successful applicant will be subject to a Disclosure and Barring Service check.

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