



Lingfield

COLLEGE

Nursery | Prep | Senior | Sixth Form

Lingfield College Recruitment Pack

After School Sessions Deputy Manager - January 2026

www.lingfieldcollege.co.uk

Welcome

Thank you for your interest in working at Lingfield College Nursery & Prep.

As the Head of Prep, I am delighted to introduce you to our fabulous school, made special by the wonderful children, supportive parents and hard-working staff.

I am incredibly proud of the work that we do here daily. We have a huge responsibility to ensure our children get a rich and diverse education. Our school is one where children are nurtured in a family atmosphere, where they are given every opportunity to flourish, learn, create and grow as individuals.

We are a very happy school. The relationship between staff and students is exceptional; although very busy, it is a pleasure to work and study in such a friendly environment. Expectations of teachers and pupils are high, but this serves both to stimulate achievement and provide reward.

I hope you find everything you are looking for on our website to help you decide if Lingfield College is the environment you would like to work in. If you have any questions, our HR department will be happy to answer them for you.

We look forward to welcoming you.

Jacky Shackel

Mrs Jacky Shackel, Head of Lingfield Prep



Our School

Lingfield College is a vibrant and successful all-through independent co-educational school for over 940 pupils aged 2–18 years. The school has a strong academic ethos. Results in recent years have been outstanding, and the curriculum is broad, relevant and innovative. There are a wealth of extra-curricular activities available, and students are encouraged to make full use of them to develop their own individual strengths and personalities. We work alongside the pupils and their families as a connected and diverse community dedicated to a mutual goal of creating a happy learning environment for our pupils.

Our Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

Lingfield, Surrey

Lingfield College is set within a beautiful 40-acre campus located on the outskirts of Lingfield Village in Surrey and close to the borders of Sussex and Kent. It is a delightful place to live in, with the countryside on your doorstep but with vibrant towns and the coast all within reach.

It is also a convenient distance from both London and Brighton with easy transport links. The standard of living in the area is deemed attractive and sought after. Students and staff travel to the school from a wide area, from both rural and urban settings.





*Throughout Nursery & Reception, children make **EXCELLENT** progress in writing and are able to read sentences by the ages of 3 and 4*

ISI Inspection 2017



Our Educational Vision

A Lingfield education goes beyond the academic and that is something we pride ourselves on. Our innovative academic curriculum is underpinned by the development of skills, attributes and mind-sets that will help students find success in an increasingly unpredictable future, and support them in becoming effective learners. This approach is complemented and reinforced by our wide-ranging co-curricular and pastoral programmes, and aims to prepare students to flourish in a rapidly changing world. The skills, attributes and mind-sets have been carefully chosen and given formal Lingfield College definitions so that all staff, students and parents can share in the collective vision.



What is it like to work here



Staff Benefits

- Competitive salary package
- Defined contribution pension scheme for staff
- Personalised induction
- Extensive professional support and opportunities
- Fee remission
- Death in Service benefit
- Mediacash health plan to help towards everyday health costs
- Free hot lunches and refreshments, including vegetarian options, bistro dishes and salad bar
- Free car parking
- Staff rewards scheme with discounts on hospitality and retail
- Access to a 24/7 employee assistance programme that offers lifestyle advice and well-being services
- Free access to our extensive sports facilities, including gym
- A range of well-being activities including fitness classes, massage and beauty treatments, complementary or at a reduced cost
- Modern and friendly staff room facilities and a range of social activities for staff
- Staff recognition and reward opportunities
- Refer a Friend Scheme
- Flu vaccinations and health checks for staff
- Cycle to work scheme

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I joined Lingfield College Prep in January 2021 as a Year 1 Teacher. Due to a second lockdown, my first few weeks teaching were online. I was very well-supported by colleagues and couldn't wait to meet my class in person. Since returning to class, I have really enjoyed teaching in this dynamic, fun school where the children thrive.

— ” —

Staff member, 2021

Job Description

The Role :	After School Sessions Deputy Manager
Hours of work :	Part-time (2.00 pm to 6.15 pm Monday to Friday, term time only)
Start Date :	January 2026
Pension :	Nest Pension Scheme

Job Purpose

To be responsible for assisting with the running the After School Sessions, providing high quality play activities for children aged 5 to 11 in a welcoming, caring and safe environment.



Responsibilities

Provision of After School Sessions

- To ensure there is a secure and welcoming facility to support, motivate and supervise pupils during play activities.
- To provide and facilitate an inclusive, safe and creative play and incorporate the play principles.
- To ensure there is a range of activities planned for each day with appropriate resources.
- To ensure all children are treated equally and fairly.
- To ensure children with particular needs are catered for (pastoral bulletin/risk assessment).
- To reinforce positive behaviour and attitudes.
- To work with staff to maintain the sessions to an agreed level of cleanliness and hygiene and to address any concerns regarding children, parents or safety of equipment, preserving confidentiality as necessary.
- To ensure resources are stored away at the end of each session.
- To ensure all rooms are left ready for the next day.

Health and Safety

- To be responsible for the health, safety, conduct and wellbeing of all pupils.
- To ensure that First Aid kit is complete and replenished.
- To ensure staff and pupils know what to do in an emergency.
- To communicate with Maintenance/Health and Safety/Head of Prep School regarding incidents or concerns.

Administration

- To be responsible for keeping a daily register and providing feedback for staff/parents about children's eating habits, behaviour and experience.
- To be responsible for ensuring children are signed in and out of school appropriately and attend extra-curricular clubs they have signed up to.
- To respond to emails from and build links and work in partnership with parents, carers and other professionals to promote the wellbeing of the pupils.
- To keep parents up to date with changes and fees via letters/emails.
- To book pupils into the sessions.
- To keep up to date accurate records of sessions/charges and share these with the Finance department termly, ensuring correct charges are applied to parents.
- To ensure all related records are maintained and attend staff meetings and training sessions as required.
- To ensure that correct documentation is displayed on the board in TeaRex.
- To review and update the Wraparound Care Policy annually and have input to other policies, such as First Aid, Missing Child etc as appropriate.
- To ensure that updated policies are available for TeaRex staff.
- To maintain a waiting list.

Management

- To establish effective working relationships and set a good example through presentation and personal and professional conduct.
- To provide regular feedback about the children to other staff.
- To manage play workers to ensure smooth running of the sessions.
- Where necessary, to meet with the Head of Prep School and HR.
- To support with the recruitment of staff to the After School Sessions.
- To maintain a budget and order new resources.
- To undertake other such duties that may from time to time be reasonably requested by the Head of Prep School.

The Process



[Click here to make your application online.](#)

Any queries, please contact HR:



hr@lingfieldcollege.co.uk

By email

Closing date:

Applications should arrive no later than 9.00 am on 5th December 2025. Interviews are planned for week commencing 8th December 2025.

We will consider applications as they are received and therefore reserve the right to close the vacancy earlier than the date stated should we successfully appoint to this role.

Lingfield College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

At Lingfield College we are committed to equality, diversity and inclusion and welcome applications from all suitably qualified candidates. We are committed to providing a mutually supportive working environment where every individual is treated fairly, respected and valued.