



Lingfield College is a vibrant and successful 0–18 school, known for its warm community, excellent pastoral care and inspiring academic outcomes.

## Recruitment Pack

**Early Years/Nursery Practitioner**

**Under 2's**

**Closing date 23<sup>rd</sup> February 2026**

*Inspiring Exciting Futures*



## Life at Lingfield

Lingfield College is a thriving independent day school for pupils aged 0–18, set on a green and spacious campus in the heart of Surrey.

As an all-through school, we offer a warm and welcoming environment where pupils grow with confidence from Nursery to Sixth Form.

We are proud of our grounded and friendly atmosphere - something visitors notice immediately. With around 900 pupils and 250 staff, our community is large enough to offer breadth and opportunity, yet small enough that every individual is known and valued.

At Lingfield, we believe education should develop the whole child. We encourage curiosity, confidence, kindness and ambition, supporting pupils to achieve their best academically while also nurturing their creativity, character and wellbeing.

All staff, both teaching and support, form part of a qualified and experienced team, united in a common goal: to inspire exciting futures for every Lingfield pupil.



Further information is available on the School's website  
[www.lingfieldcollege.co.uk](http://www.lingfieldcollege.co.uk)

See also the Muddy Stiletto's Schools Review  
[Click here for our review](#)



## Hello & Welcome

Welcome to Lingfield College, and thank you for your interest in joining our community. Lingfield is a vibrant, welcoming and forward-looking school where every colleague plays a meaningful role in our continued success and in the lives of our pupils.

Ours is a culture built on respect, collaboration and kindness. Staff work closely with one another, and with our pupils, to create an environment that is both ambitious and supportive. We equip our colleagues with the tools, training, and professional development needed to flourish in their roles, and we continue to invest in our facilities and digital strategy to enhance the experience for both staff and pupils.

Working at Lingfield is rewarding, purposeful and rooted in genuine community. Our 40-acre campus is set in the Surrey countryside, yet benefits from excellent transport links, with Lingfield station only a short walk away.

**Jacky Shackel**  
Head of Prep School

# Early Years/Nursery Practitioner (Under 2's)

## Department:

Nursery

## Location:

Prep School

## Contract:

Full-time post on an all year contract

## Closing Date:

23<sup>rd</sup> February 2026

## Salary:

Starting from £27,000 per annum

## Role Overview

To provide support for the nursery children in a welcoming, caring and safe environment. With guidance, adhere to the Policies and Procedures of Lingfield College and compliance with the Children Act, Health and Safety Legislation and within the guidelines of Ofsted and the Independent Schools Inspectorate and National Standards.

## The Department

At Lingfield Nursery, we offer our youngest children the opportunity to grow and develop through play and guided activities. We believe that natural curiosity should be ignited and nurtured to help our children grow up to be happy, confident and engaged with the world around them.

Our modern facilities and countryside location enhance our engaging Early Years curriculum. We offer a range of subjects and activities in bright homely classrooms with a strong emphasis on outdoor learning in our dedicated play spaces, orchards, fields and Forest School.

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*As a new member of staff, I've felt welcomed and supported from day one. There's a sense of teamwork with shared high expectations for every child and a collective commitment to doing our best. The free healthy lunches, wellbeing support and free parking are added benefits but it's the positive, driven team culture that really makes this a great place to work.*



**Kate,**  
Deputy Head of Nursery

# Role Description

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Here is an overview of the responsibilities and how they will be involved in the day to day running of the School

## Classroom

- Lead and support adult-led activities (phonics, maths, writing, physical development).
- Work collaboratively with the Head of Nursery, Room Leaders, and team.
- Prepare activities and maintain tidy, clean indoor/outdoor areas.
- Follow rota duties (nappies, toileting, cleaning, snack preparation).
- Supervise outdoor play and support Forest School sessions.
- Provide stimulating learning environments and build positive parent relationships.

## Reports, Learning and Planning

- Contribute to planning and delivery of children's learning with the Room Leaders.
- Produce summative reports and contribute to statutory assessments (e.g., 2-year checks).
- Support children with IEPs or SEND needs.
- Record observations and support planning for children's individual needs/interests.
- Help extend children's ideas through purposeful resources and activities.

## Safeguarding

- Follow all safeguarding, health & safety, and confidentiality policies.
- Carry out risk assessments, daily checks, and dynamic risk assessments.
- Implement First Aid procedures and record incidents on FAMILY.
- Maintain appropriate supervision at all times.
- Adhere to the Mobile Phone policy.

## Teamwork

- Communicate effectively and work supportively with colleagues.
- Participate in training days, events, and staff meetings.
- Support the wider Nursery as needed and take part in appraisals and supervisions.



## Pastoral Care

- Provide general care (monitoring wellbeing, contacting parents when needed).
- Engage warmly with children and support positive behaviour.
- Contribute to an inclusive, anti-discriminatory environment.
- Follow allergy procedures and meet children's routine needs promptly.

## Key Children (specific responsibilities)

- Build strong relationships with key children and their families.
- Deliver EYFS educational programmes and track development using Development Matters.
- Plan activities to support developmental gaps and raise concerns where necessary.
- Maintain learning journeys and update FAMILY with observations and next steps.
- Share responsibility for observations across the cohort.

## Health and Safety

- Ensure Risk Assessments and Daily Checks are carried out correctly.
- Ensure Dynamic Risk Assessments are carried out to minimise risk.

## General

- Attend required meetings and support EYFS planning.
- Uphold the ethos and values of Lingfield College.
- Perform other reasonable duties as required.

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level or responsibility entailed.



It is expected that the successful applicant will have and can demonstrate the following.

# Person Specification

## Candidate Profile

The ideal candidate will:

- Have a childcare qualification, holding a full and relevant L3 Early Years qualification or higher.
- GCSE A-C/4 – 9 or equivalent in English & Maths.
- A sound understanding of early childhood development and learning
- Good working knowledge of the EYFS curriculum.
- A sound understanding of Child Protection and Safeguarding procedures.
- Have previous experience in a similar Early Years environment.
- Have special needs experience or willing to take part in training if required.
- Have an enthusiasm for working with young children.
- Have an interest in the care, learning and development of young children.
- Have good time keeping and punctuality.
- Have the ability to engage, communicate and interact with children
- Have a positive attitude to change and to the importance of creating a good team atmosphere.
- Be committed to the provision of high-quality childcare.
- Be able to work on own initiative.
- Be enthusiastic and hardworking.
- Be a positive role-model to children.
- Be positive, enthusiastic, motivated and provide a fun and stimulating environment for the children to develop in.

## Personal Qualities

- Excellent organisational and record keeping skills.
- Excellent communication skills, with children, colleagues, advisors and parents/carers.
- Patience, reliability and trustworthiness.
- Positive approach to inclusive practice, with children and colleagues.
- Flexibility – occasionally working hours might be amended.
- Able to work as part of a team.
- A positive approach to learning and gaining new skills through teamwork and training opportunities.



## Terms and Conditions

Hours of Work: Full time on an all year round. The Nursery is open Monday to Friday between 7.30am and 6.00pm, and hours are worked on a shift basis within these times.

Annual Leave: 28 days paid holiday inclusive of the usual statutory holidays to be taken in agreement with the Head of Nursery.

Salary: Starting from £27,000 per annum

Pension: Nest Pension Scheme

Other Benefits: Sick pay entitlement and medical cash plan, paid breaks and free lunches/refreshments, free parking on site, Golden Hello of £1,000 for qualified practitioners, ongoing professional development and training, complimentary staff events and outings.



# Let's Work Together



Hello, I am Cathryn, Head of HR. Please feel free to get in contact with the HR team if you need any support with any part of the application process.

**Cathryn Marsden, Head of HR**



Explore all our current vacancies at:

<https://www.lingfieldcollege.co.uk/i/work-with-us>

If you're considering joining Lingfield College, we're already delighted.

Ours is a community built on warmth, ambition and genuine collaboration — a place where people feel valued and where the work you do has real purpose.

If you're looking for a role that challenges you, supports you and allows you to make a meaningful impact, you may well find your next step here.



## How to Apply

- Please submit your CV and a covering letter outlining your interest in the role and your suitability for the position to [hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk) by 23<sup>rd</sup> February 2026.
- If you would like an informal discussion about the role, our HR Team will be happy to help. [hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)
- If you are shortlisted for interview, we will require an application form to be completed and an Equal Opportunities Monitoring form, which will be separated from your application on receipt.



## Further Information

To see more information in regards to our recruitment and applicant policies. Please head to our website or scan the following QR code:



Any queries to:  
[hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)

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. All applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

We are equally committed to equality, diversity and inclusion. We welcome applications from all suitably qualified candidates and provide a supportive working environment where every individual is treated with fairness, respect and value.



Lingfield College provides a generous package of benefits to support, reward and care for our staff. These are just a few of the advantages of being part of our community.



### Location

Easy access from Surrey, Sussex and Kent, with good transport links.



### Free Lunches

Hot meals with veggie options, plus salads and soup. Tea, coffee and subsidised breakfast items provided.



### Health Plan

Complimentary Level 1 Medicash Health Plan, with the optional upgrades available.



### Pension Scheme

Employer contribution scheme.



### Parking

Free car parking is available.



### Fee Remission

Reduced term fees for staff with a child at the school.



### Development

Strong commitment to CPD, coaching and career progression.



### Sports Facilities Access

Free access to our fully equipped on-site gym



### Social & Wellbeing

Exclusive staff social events from crafts, yoga, Theatre trips and more



### EV Car & Bike Scheme

Cycle to Work and Electric Vehicle schemes.



### Employee Assistance Programme

Confidential support accessible when staff need it most.



### Staff Rewards

Access thousands of discounts and perks through the Reward Me Now app.



## Directions at a Glance

### Arriving via M25

- Exit at Junction 6 → A22 south towards East Grinstead / Lingfield Racecourse.
- At Blindley Heath, turn onto B2029 towards Lingfield
- Continue through Lingfield; at both mini roundabouts, take the first exit.
- Prep School: Continue past the main entrance to the Racecourse; the Prep School entrance is on your left.
- Senior School: Continue under the railway bridge, then left into St Piers Lane.

### Arriving from Edenbridge

- Take the B2028 towards Lingfield.
- Senior School: Turn right into St Piers Lane, before the railway bridge.
- Prep School: Continue under the bridge, then turn right into the entrance.

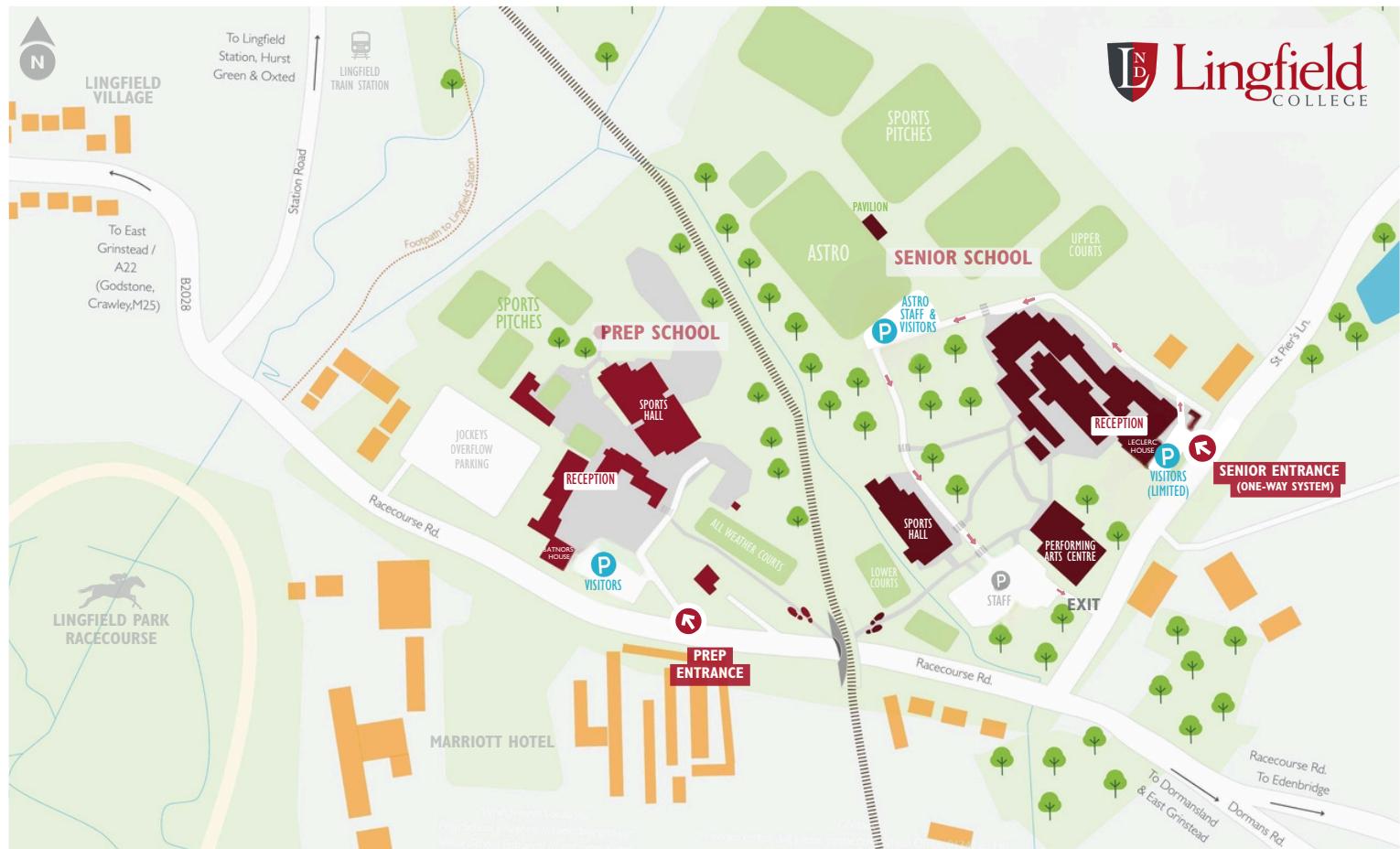
## Parking & Arrival Steps

### Prep School

- When the gates are closed, please press the call button on the left-hand side and a member of staff will open them for you.
- Park in the Visitors' car park on your left.
- Once parked, head through the archway and turn right at the wooden gates to the Prep School Office.

### Senior School

- Limited visitor parking is available in front of Le Clerc House.
- If this is full, follow the one-way system to the Astro parking.
- Report to Reception, in the main building.



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Working at Lingfield has been an amazing experience for me to not only develop myself professionally, but also build strong connections with colleagues across support departments and teaching



# *Inspiring* Exciting Futures



# Lingfield

COLLEGE

Prep School & Nursery  
Racecourse Road, Lingfield,  
Surrey, RH7 6PH

Senior School & Sixth Form  
St. Pier's Lane, Lingfield,  
Surrey, RH7 6PN

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