



Lingfield COLLEGE

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

Recruitment Pack

Lettings Administrator

September 2026

Closing Date 9am on Wednesday 9th September 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

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.

Richard Bool & Luna
Headmaster & Our Wellbeing Dog

Lettings Administrator

Department:

External Relations Department

Location:

Whole School

Contract:

Part time, 15 hours per week during term time and 5 hours a week in the school holidays, all year contract with the possibility of some weekend working

Closing Date:

9.00am on Wednesday 9th September 2026
Interviews to be held w/c 14th September 2026

Salary:

Competitive, starting salary discussed at interview

Role Overview

The Lettings Administrator is responsible for managing the scheduling, booking, and coordination of external lettings of the School's facilities. This role involves liaising with clients, ensuring all bookings comply with school policies, and providing excellent customer service to promote the School as a premier venue for events and activities.



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The support staff and my team at Lingfield College have been incredibly welcoming and made the transition smooth and enjoyable. My team is friendly and open to new ideas, my line manager has been fantastic in guiding me, and the positive working environment make it a pleasure to come to work.



Sally, Fundraising and Development Officer

Role Description

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

Scheduling and Booking

- Manage the calendar for all external lettings, ensuring efficient use of school facilities.
- Respond promptly to booking enquiries via phone, email, or in-person visits.
- Confirm bookings and provide clients with necessary documentation and information.

Customer Relations

- Serve as the primary point of contact for all clients renting school facilities.
- Provide tours of the facilities to prospective clients and answer any questions they may have.
- Maintain positive relationships with all clients, ensuring a high level of customer satisfaction.

Administration

- Maintain accurate records of all bookings, including contact details, agreements, and payments.
- Prepare and issue contracts to clients.
- Liaise with Finance team regarding issuing invoices.
- Track payments and follow up on outstanding balances.
- Ensure compliance with school policies and relevant regulations for all lettings.

Facility Coordination

- Coordinate with the School's maintenance and cleaning staff to ensure facilities are prepared for each booking.
- Coordinate with the Room Bookings Coordinator in the Senior School and the relevant personnel in the Prep School to avoid any clashes of facility bookings.
- Conduct, or arrange, pre-event and post-event inspections to ensure the facilities are in good condition.
- Report any damages or issues to the Head of Estates & Facilities and arrange for necessary repairs.

Marketing and Promotion

- Assist in the promotion of the School's facilities for external lettings through various channels, including the school website, social media, and local advertising.
- Develop and distribute promotional materials to attract new clients.



Event Support

- Provide on-site support during events to ensure they run smoothly.
- Address any issues or concerns that arise during events promptly and professionally.

Health and Safety

- Ensure all lettings comply with health and safety regulations.
- Liaise with the Health & Safety Manager to conduct risk assessments for events and communicate any specific safety requirements to clients.

Financial Management

- In conjunction with the Director of External Relations monitor the lettings budget and provide financial reports as required.
- Identify opportunities to increase revenue from lettings.

General Duties

- Assist with other administrative tasks as required by the Director of External Relations.
- Attend staff meetings and training sessions as required.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably 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. This is a common occurrence and would not justify a reconsideration of the grading of the post.



Person Specification

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

Candidate Profile

- The capacity to remain calm and to cope with the unexpected.
- The ability to work unsupervised and prioritise work during peak times.
- Display commitment, loyalty and enthusiasm for the role.
- Have a confident, positive and flexible attitude.

Knowledge, Skills and Experience

- Good literacy and numeracy skills.
- Computer literate – Microsoft Office, Outlook and SharePoint
- Willingness to learn a facility management software.
- Qualifications relating to administration or facilities management desirable.
- Effective written and verbal communication skills.
- Excellent organisational and time management skills.
- Strong communication and interpersonal skills, particularly with a customer service focus.
- Ability to work on own initiative.
- Ability to work as a member of a team.
- Problem-solving skills.
- Previous experience in a similar administrative or customer service role, preferably within an educational or events environment.



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 complete and submit the online application form available on our website. Applications are submitted through our online system.
- If you would like an informal discussion about the role our HR Team will be happy to help.
hr@lingfieldcollege.co.uk
- Please also complete the Equal Opportunities Monitoring form, which will be separated from your application on receipt.
- 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.



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

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.

Our Good Schools Guide Review



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All talents are celebrated and opportunities across subject areas mean everybody finds their thing.

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Understand firsthand what it is like being a member of our school community from this independent publication. The review is an objective and impartial perspective on life at the school giving you an insight into our key areas.



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

Access to Level 1 Unum 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 Tusker 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.

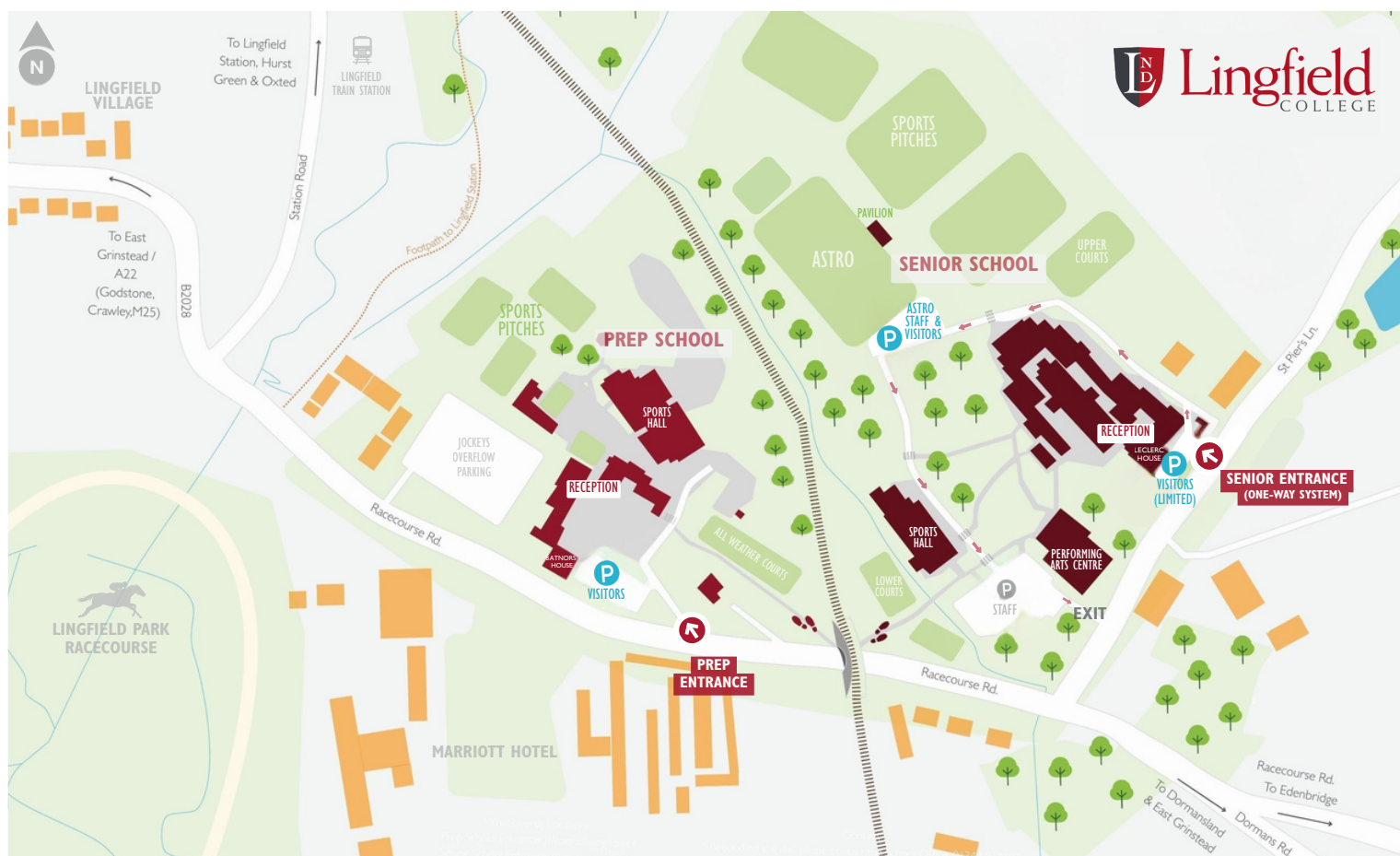
Parking & Arrival Steps

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.



SAT-NAV Postcodes

Prep School: RH7 6PH

Senior School: RH7 6PN

What3words Locations:

Prep School Entrance: ///cooks.being.tower

Senior School Entrance: ///rent.cares.dinner

Contact:

If needed on the day, please contact the School Office: 01342 832407

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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



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

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

Telephone: 01342 832407
www.lingfieldcollege.co.uk