



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

Nursery Apprentice

40 hours per week, all year round

Closing date 9am on 5th May 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.

Jacky Shackel
 Head of Prep School

Nursery Apprentice

Department:

Nursery

Location:

Prep School

Contract:

40 hours per week, all year round

Closing Date:

Tuesday 5th May 2026

Salary:

Competitive Apprentice salary

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

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

Classroom

- Carry out group work with children which may consist of phonics, letters and sounds, maths, writing and physical activities that include fine and gross motor activities.
- Work in a supportive manner with the Head of Nursery and Room Leader and all other staff at all times.
- Undertake creative work that goes on displays, typing up of observations to go with work on display, and helping put up displays, reflecting each individual child's work.
- Have any work prepared ready for the next day.
- Leave the room and outside area at the end of the day tidy, clean and ready for the next day.
- Follow rota system – nappies and toileting, clean toilets, chop fruit and load/empty dishwasher, put on or unload laundry, collect snack from dining hall and prepare snack etc.
- Supervise children during outside play.
- Be flexible within working practices of the setting. Be prepared to help where needed, including undertaking certain domestic jobs within the setting, e.g. preparation of snack meals, cleansing of equipment, washing of dressing-up clothes, toys and sleeping mats, collecting fruit/food from the kitchen etc.
- Support children at lunchtime in dining hall, cutting food, encouraging children to eat and drink when required.
- Take part in Forest School activities and wear appropriate clothing in general for all weathers.
- Ensure a stimulating, attractive and pleasant environment for the children ensuring that activities support children's interests and learning need.
- Build good positive relationships with parents, and be able to communicate effectively with handing over any relevant information.



Reports, Learning and Planning

- Discuss childrens' learning with the Room Leader.
- Ensure all summative reports are contributed to, recognising, and sharing children's progress and next steps. Contribute to children's statutory reporting, such as 2 yr checks and baseline reports.
- As directed by the Room Leader, work with children on one-to-one basis on Individual Education Plan (IEP) and / or with Special Educational Needs.
- Help to add comments through observations that will contribute to children's reports.
- Work collaboratively with the team to ensure all children have opportunities and experiences that promote learning.
- Extend on children's ideas for learning by providing the resources and environment needed to promote further engagement.
- Consider the individual needs, interests, and development of each child in their care, and use this information to help plan challenging and enjoyable experiences for each child in all areas of learning and development.
- Be able to work and adapt to working with all ages 6 months - 5 years.

Safeguarding

- Uphold standards within the setting by adhering to all policies and procedures and to keep up to date with being aware of all school policies (in particular Health and Safety Policy, Safeguarding and Child Protection Policy, Use of Photographs (Prep School) Policy and Intimate Care and Nappy Changing Policy).
- Ensure risk assessments are adhered to.
- Ensure all children are cared for in a safe and stimulating environment.
- Record accidents in FAMLY, informing and seeking support from the Room Leader.
- Respect the confidentiality of information received from parents, staff etc.
- Adhere to the Mobile Phone policy and refrain from the use of personal devices with imaging and sharing capabilities within the Foundation Stage.

Teamwork

- Work together respecting team participation, ensuring effective communication.
- Be efficient and organised in the administration of Nursery matters.
- Be prepared to work on specific days i.e. Inset training sessions/days, Nativity, Christmas party, induction, parents evenings and new events that are arranged during the year e.g. baby shows and sports day.
- Be proactive and willing to get involved within the team.



Pastoral Care

- Undertake general pastoral care, e.g. making sure children are well, taking temperature, contacting parents of unwell child, etc.
- Maintain respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to children's needs especially those under 2 years of age.
- Adhere to the Promoting Behaviour Policy.
- Contribute to an anti-discriminatory and inclusive environment and support the team to facilitate all-round development of all children, enabling them to reach their full potential.
- Be aware of children's allergies and implement allergy procedures when appropriate safeguarding children from harm.
- Care for children ensuring their routine needs are met promptly and without delay.

Key Children (specific responsibilities)

- Fulfil your responsibilities as a Keyperson if appropriate and when deemed it to be suitable, ensuring that you adhere to the Keyperson guidance provided on induction.
- Ensure that you are aware of your Keyperson responsibilities as per the EYFS standards taking the responsibility to consistently embed them.
- Form a keyperson relationship with your key child and their family, being the reliable, respectful and warm adult they deserve as their keyperson.
- Engage and support your key child's parents, informing them of their child's progress and communicating with them regularly about the child's learning and development.
- Be committed to the learning outcomes for the children, ensuring all formative and summative assessment processes are fulfilled to the highest standard.
- Support the development of the children following the EYFS educational programmes and seven areas of learning.
- Be aware of the Development Matters Checkpoints so children's progress is tracked appropriately.
- Be aware of your key child's age and stage of development and plan appropriate activities that will encourage development in any gaps of knowledge or attainment.
- Using teacher knowledge, flag any concerns you have regarding your key child's development.
- Support all children's interests, facilitating opportunities in learning that are tailored to meet their individual needs.
- Keep learning journeys up to date by recording observations on all children throughout the week.
- Update and record observations on FAMILY, ensuring that next steps are written and planned as appropriate.
- Assist the team through the sharing of responsibility when recording observations or planning activities for all children not just your key children.
- Be prepared to work with other people's key children and work, throughout the year.



Health and Safety

- Ensure Risk Assessments and Daily Checks are carried out correctly.
- Ensure Dynamic Risk Assessments are carried out to minimise risk.
- Acknowledge your care responsibility and duties of all children, always keeping them safe from harm.
- Fulfil routine obligations to ensure children's safety and wellbeing, such as washing hands, supervising children appropriately and being within hearing and sight of children at all times.
- Assist in the maintenance of ratio, ensuring that you consider ratio when fulfilling another task.
- Follow the schools Health and Safety Policy, Medication Policy and First Aid policy.
- Ensure children's safety, wellbeing and health is paramount to the care Lingfield College Nursery provide for children.
- Inform parents about children's routine needs being met through the notifications on FAMILY.

General

- Undertake fully supported training in house and by Best Practice Network Training provider. You will be responsible for keeping on track with your training modules with your tutor, who will make observations and assessments.
- Attend meetings, as required including a staff meeting once a week at 8.15am.
- Work alongside the Head of Nursery and team to ensure that a balance is achieved between following the children's interests and following the EYFS plan requirements.
- Be aware of the high profile of the setting and to uphold its standards at all times.
- Keep up to date with EYFS requirements.
- Take part in activities as requested by Teacher or Key Stage Leader, if required to work in another year group.
- Be available where reasonable for on-call duty.
- Demonstrate a commitment to Lingfield College.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required.
- Ensure the ethos and values of Lingfield College are consistently upheld and that the implementation and legal requirements of the Early Years Foundation Stage is fulfilled at all times.

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.



Person Specification

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

Candidate Profile

The ideal candidate will:

- Have GCSE A-C/4 – 9 or equivalent in English & Maths preferred or the willingness to achieve these qualifications during the Apprenticeship period.
- Have an enthusiasm for working with young children.
- Have an interest in the care, learning and development of young children.
- Have an understanding of early childhood development and learning (desirable).
- Have a working knowledge of the EYFS curriculum (desirable).
- Have previous experience in a similar Early Years environment (desirable).
- Preferably have previous experience working with children under 2 years of age.
- Have an understanding of Child Protection and Safeguarding procedures (desirable).
- 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 contract, 40 hours per week. The Nursery is open Monday to Friday between 7.30am and 6.00pm, and hours are worked on a shift basis within these times.

Contract: Fixed term for 18 months for completion of Apprenticeship

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

Salary: Competitive Apprentice salary

Pension: Nest Pension Scheme

Other Benefits: Sick pay entitlement and medical cash plan, paid breaks and free lunches/refreshments, free parking on site, 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 by 9am on Tuesday 5th May 2026.
- If you would like an informal discussion about the role, our HR Team will be happy to help. 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

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

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 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.

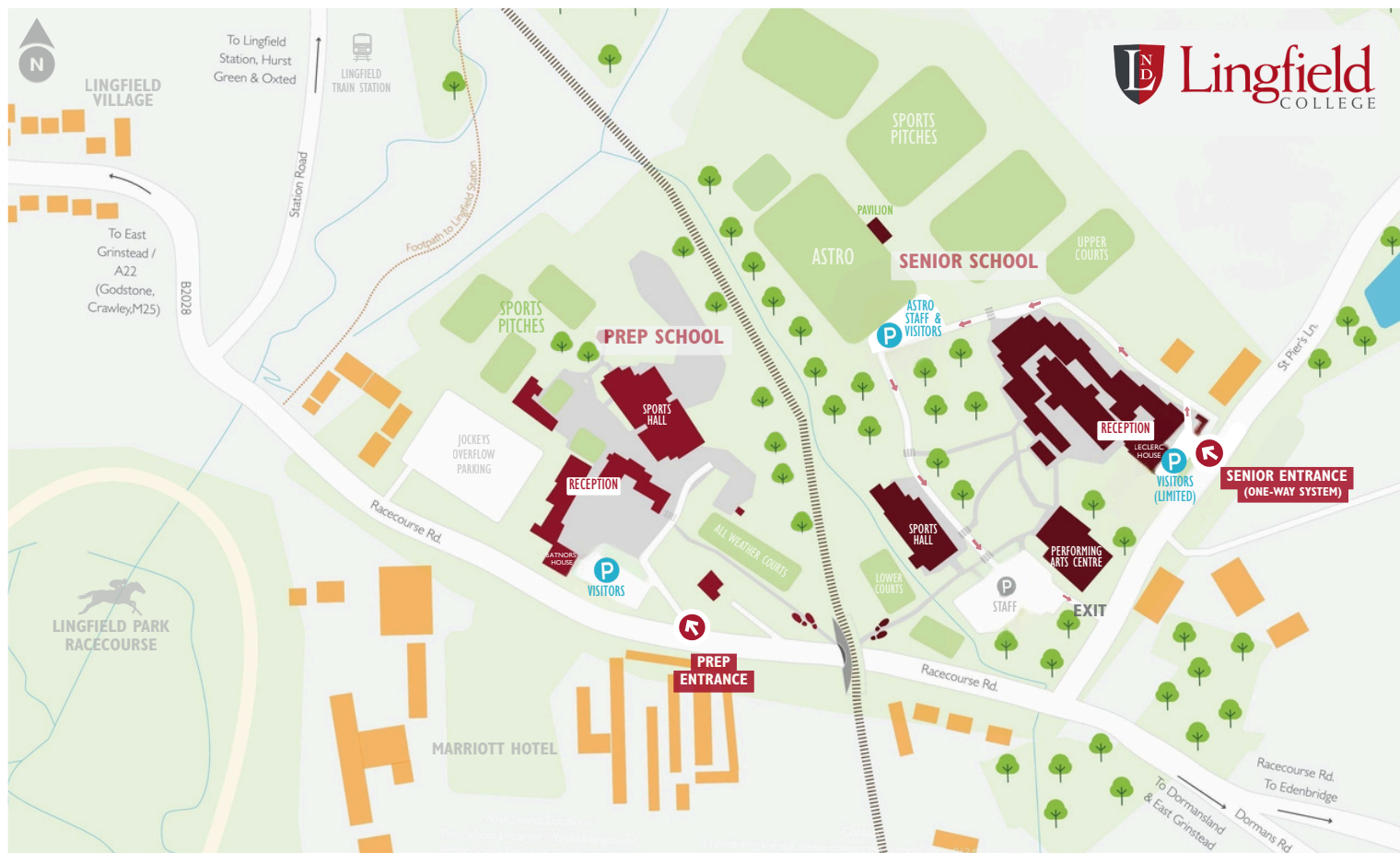
Parking & Arrival Steps

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.ca.res.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