



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 Room Leader (Under 2s)

Maternity Cover for 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.

Jacky Shackel
 Head of Prep School



Nursery Room Leader Under 2s (Maternity Cover)

Department:

Nursery

Location:

Prep School

Contract:

Full-time post on an all year contract. The Nursery is open Monday to Friday between 7.30am and 6.00pm, and hours are worked on a shift basis within these times.

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.

Benefits of working at Lingfield Nursery:

- Well-resourced and modern nursery setting
- Access to training and professional development opportunities
- Friendly and supportive work environment
- Involvement in staff events and wellbeing activities
- Paid breaks and free lunch provided
- On-site parking
- Access to gym facilities
- £1,000 Golden Hello for qualified practitioners
- 28 days holiday including bank holidays
- NEST pension scheme

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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

- Plan, create, model and lead adult-led group work with children ensuring every area of the EYFS is covered in line with Statutory Framework.
- Plan and implement Little Wandle activities being actively involved in Little Wandle whole school development, training and intent.
- 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, ensuring that children's voice, learning journey and the 3I's are reflected.
- Delegate, model and organise so work/activities are prepared and delivered to ensure children are supported, stretched and challenged through appropriate questioning and support.
- Support the Nursery Manager or Deputy Managers in resolving any issues effectively, especially related to children's and education.
- Deploy staff effectively so children are always supervised including outside play, adhering to the Outdoor Provision Responsibility Schedule.
- Maintain ratio ensuring that compliance is met during all transition periods and breaks for staff.
- Ensure the room is always current to the term's topic, planning and communicating the intent.
- Ensure role-play areas and displays are up to date and reflect each individual child's work and children's learning journeys.
- Ensure a smooth running of the day, organising the team to ensure all staff are occupied.
- Leave the room and outside area at the end of the day tidy, clean and ready for the next day.
- Implement and design rota systems to ensure smooth operations
- Undertake and complete daily risk assessments delegating the task appropriately in your absence.
- Be flexible within working practices of the setting. Be prepared to help where needed, including undertaking certain domestic jobs within the setting,
- Lead staff at mealtimes and be responsible for allergen provision.
- Take part, organise and lead in Forest School activities and wear appropriate clothing in general for all weathers.
- Build good positive relationships with parents and always give parents honest feedback whilst being supportive.
- Liaise with the team about classroom tasks and determine clear schedules of responsibilities.
- Care for the equipment and resources, discarding resources that are damaged or present as a risk.



Reports, Learning and Planning

- Discuss and plan children's learning in collaboration with the staff leading intent, implementation and impact in practice.
- Work with children on one-to-one basis on Individual Education Plan (IEP) and / or with Special Educational Needs, ensuring regular observations are made to inform IEP reviews.
- Complete children's statutory reporting, such as 2-year checks, summative reports and baseline reports.
- Review key people observations and encourage team development if there are gaps in knowledge.
- Ensure all planning, reports, Next Steps, children's Learning Journeys and Overviews are completed on time.
- Provide IEPs for children if needed and ensure these are worked on each session the child attends, supporting key people to work with children on one-to-one basis.
- Provide and create resources that will aid in the development of children with SEN, EAL and S&L needs.
- Work collaboratively with the team to ensure all children have opportunities and experiences that promote learning, recognising staff contribution.
- Encourage and develop your team to extend on children's ideas for learning by facilitating the providing of 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.
- Use the functions of FAMLY to support the identification of children's progress and next steps, developing key people's knowledge of the Early Years Foundation Stage and Development Matters as appropriate.

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.
- Take the responsibility to contribute to a safe environment by proactively suggesting and recording risk, making decisions to always adhere to risk assessments.
- Ensure Risk Assessments and Daily Checks are carried out correctly, taking the responsibility to complete these as directed.
- Attend to children ensuring you implement First Aid procedures as a qualified First Aider or seek appropriate personnel to care for children in the event of an accident or incident, taking the responsibility to record accidents in FAMLY and inform key staff and the Nursery Manager.
- Contact parents in the event of an accident that involves the head prior to completion of an accident/incident form on FAMLY.
- Staff must be aware that during employment, confidential information concerning children, parents and other staff at School and Nursery and their business may be shared. Staff must not disclose or allow the disclosure of any confidential information, unless this compromises a child's safety and welfare, in which case they must disclose sensitive and confidential information to appropriate agencies or to internal designated safeguarding leads.



- Adhere to and ensure all staff adhere to the Mobile Phone policy and refrain from the use of personal devices and personal devices with imaging and sharing capabilities within the Foundation Stage.
- Respond to, instruct and react to requests regarding ratio and supervision of children ensuring that you closely always supervise children during play, both indoor and outdoor, making decisions and suggestions to further support supervision.
- Embed the Safeguarding and Child Protection Policy and develop your team's knowledge of all requirements.

Teamwork

- Be prepared to work on specific days i.e. Inset training days, nativity, sports day, & new events that are arranged during the year.
- Be proactive to ensure the consistent development of your team supporting their wellbeing through regular team meetings, 1:1 meetings & development opportunities.
- Provide opportunities for professional development ensuring your team continue to develop their safeguarding knowledge, learning and development initiative and current and reflective practice.
- Ensure your team adhere to all policies and procedures flagging any concern to Management as required.
- Support your team with the care of children seeing this as your priority.
- Support other Room Leaders, deputising for them in periods of absence, taking accountability and responsibility for team actions and contributions.

Pastoral Care

- Undertake general pastoral care, e.g. making sure children are well, taking temperature, contacting parents of unwell child, etc.
- Be aware of children's allergies and ensure that all staff are aware of this.
- Report concerns about a child to the Nursery Manager or deputy in their absence.
- Adhere to the Promoting Behaviour Policy and model interactions that ensure consistency in approach.
- 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.
- Care for children ensuring their routine needs are met promptly and without delay.
- Be responsible for providing an enabling environment whereupon children safe, secure and nurtured.
- Liaise with parent's ensuring children's early start in nursery is supportive of children's needs aiding a smooth and happy settling in process.



Key Children (specific responsibilities)

- Fulfil your responsibilities as a Keyperson to all children, ensuring that you and your team are aware of the Keyperson responsibilities as per the EYFS standards taking the responsibility to consistently embed them.
- Adhere to the Key Person policy.

Health and Safety

- Ensure Risk Assessments and Daily Checks are carried out correctly.
- Ensure Dynamic Risk Assessments are carried out to minimise risk, delegating to your team as required.
- 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 always being within hearing and sight of children.
- 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.

General

- Attend meetings, as required.
- Support the preparation and review of Foundation Stage policies.
- Work alongside the Nursery Manager, Deputy Nursery Manager 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 always uphold its standards.
- Assist the Nursery Manager with maintaining standards expected of staff in the nursery setting.
- Keep up to date with EYFS requirements and be proactive in the implementation of new initiatives.
- Demonstrate a commitment to Lingfield College.
- 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 always fulfilled.

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 a childcare qualification, holding a full and relevant L3 Early Years qualification or higher.
- GCSE A-C/4 – 9 or equivalent in English & Maths.
- Have Room Leader experience or experience as a Senior.
- A sound understanding of early childhood development and learning.
- Excellent working knowledge of the EYFS curriculum.
- An understanding of Child Protection and Safeguarding procedures.
- Have previous experience in a similar Early Years environment.
- Have previous experience working in an Outstanding or Good setting.
- Have previous experience working with the Independent School's Inspectorate and Ofsted.
- 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.
- Can 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 and lead a team.
- A positive approach to learning and gaining new skills through teamwork and training opportunities.



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
- 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.
- 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 regarding 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 Tuskier 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.

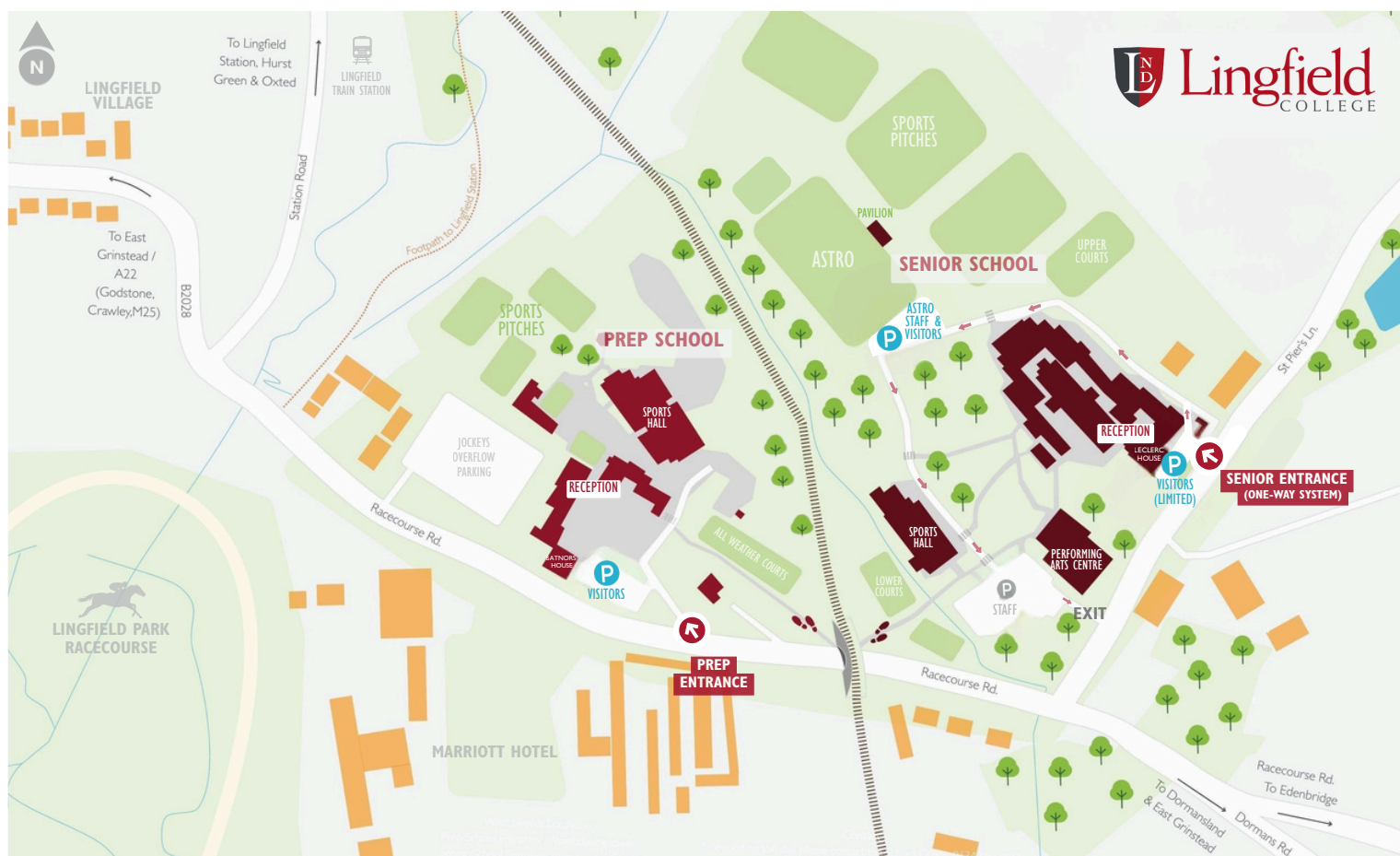
Parking & Arrival Steps

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