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

PA to Head of Prep School

Full Time, Term Time only plus 4 weeks

Closing Date 1st December 2026

Inspiring Exciting Futures



www.lingfieldcollege.co.uk

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

PA to Head of Prep School

Department:
Head of Prep School's Office

Location:
Prep School

Contract:
Full time, 8.30am to 4.30pm, Monday to Friday, term time plus 4 weeks with an immediate start

Closing Date:
9am on Tuesday 1st December 2026

Interview Date:
Week commencing 7th December 2026

Salary:
Competitive

Role Overview

The PA to the Head of Prep School is a highly skilled role requiring the ideal candidate to provide a confidential and personal service to the Head of Prep and support the Senior Leadership team. The ideal candidate will be required to act as an ambassador for the School and the Head of Prep in all matters and at all times. This role is to work as part of the support staff team in the Prep School.



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 & 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

PA Duties

- To carry out PA duties to include diary management, audio typing, minute taking and the organisation of all filing systems, both manual and electronic.
- To identify and implement ways of improving systems and procedures, reviewing events on completion.
- To assemble and prepare papers required by the Head of Prep to attend meetings, prepare reports, agendas, appraisals and reply to requests for information.
- In consultation with the Head of Prep, to draft outgoing correspondence and school documents that are the direct responsibility of the Head of Prep School.
- To handle all confidential correspondence with discretion.
- To organise and arrange meetings for the Head of Prep with parents, prospective parents and other individuals. Depending on the nature of the meeting, minutes may be required to be taken and typed accordingly.
- To assist the Head of Prep in organising their administrative workload.
- To gatekeep for the Head of Prep, shield their time and diary and handle minor matters raised on their behalf.
- To liaise with and respond to staff and parents on behalf of the Head of Prep.
- To prepare travel arrangements and make bookings for Head of Prep e.g. trains, maps, accommodation etc.
- To maintain a booking system for the meeting room and ensure it is tidy each day.
- To complete the admin required for processing forms for pupil absence requests in liaison with the Head of Prep School and communicate where appropriate.
- To submit expenses on behalf of the Head of Prep.
- To set up and prepare for the Head of Prep before assemblies, talk, briefings, and presentations i.e. presentation area, screens, lectern etc.
- To create schedules for day visits from Governors and visiting Heads, ensuring that the desired brief is covered, arranging associated refreshments, and chaperoning when required.
- To reconcile monthly the Head of Prep's credit card account.
- To produce regular pupil behavior/sanction reports for the Head of Prep.
- To gather information and update appendices in the SEF and Development Plan under the instruction of the Head of Prep.

Events

- To organise significant events such as Celebration Days, Two Open Days, Induction Days, Transition Evening, Parent and Pupil Focus Groups, Parent Coffee Mornings, New Pupil Teas, creating detailed plans and allocating preparation and on the day roles and duties to staff, liaising with teaching staff, maintenance and catering, keeping the Head of Prep up to date with arrangements, and ensuring everything is prepared.
- To arrange and lead planning meetings for major events.
- To manage and oversee hospitality for meetings, events/functions throughout the year.
- To set up, attend, and ensure the smooth running of Open Days.
- To carry out and oversee the admin and arrangements for Induction of new joiners including organising the major Induction event in June before the new academic year.
- To be the main point of contact for new joiner families with queries in advance of joining, and associated admin requirements, as well as their arrival on the first day.
- To provide a professional first impression to all visitors to the School whether in person or on the telephone take responsibility for meeting and greeting and catering for their needs as appropriate.
- In liaison with Admissions, to arrange all visits and tours to the School.

Communications

- To deal with parent queries, prioritise and direct to Head of Prep where appropriate.
- To liaise with Admissions and Marketing for the organisation of school communications including correspondence and assist with management and organisation of their events.
- To communicate with Governors regarding meetings and events, sending invitations to all events, and create and share calendars and events dates with the clerks.
- To keep key Governors updated with relevant activities or reports, such as sharing Wellbeing survey data to the Safeguarding Governor.
- To be the point of contact for Art and Play therapists and process their required paperwork and admin, and arrange their timetables, liaising with class teachers to ensure the most suitable fit for pupils.
- To be the point of contact for external contractors such as photographer.
- To be the main point of contact and liaison for Catering regarding Prep School hospitality.

Record Keeping

- To keep record of INSET for Prep School and Head of Prep's CPD.
- To monitor and maintain the Head of Prep's budget and expenditure.
- To update pupil notes on ISAMS and CPOMS, where appropriate.
- To keep up to date electronic files of paperwork from SMT and SLT meetings includig associated documents.
- To keep up to date record of child protection file sharing.
- To keep and update mapping spreadsheets for all pupil voice and parent voice.

HR Processes

- To update and maintain Staff Handbook and associated documents such as staffing lists.
- To liaise with HR to arrange appraisals of staff in the Prep School and meetings with the Head of Prep School.
- To liaise with HR regarding job applicants and to schedule interviews and prepare the Head of Prep's interview folders.

Inspection

- To prepare necessary documents and support during school inspections.
- To implement all Prep School practical arrangements for inspection such as rooms, resources, catering and paperwork such as maps, staffing, timetables, etc.
- To be part of the inspection preparation team.
- To be the point of contact for inspector queries.

Safeguarding

- To liaise with external Admissions departments and DSLs, to request and chase for the Safeguarding records of new joiners, and to send Safeguarding records of leavers to new schools, recording and tracking the process on a detailed spreadsheet for all joiners and leavers.
- To produce the Safeguarding Matters newsletter every other term, ensuring it is relevant, appropriate and interesting.
- To keep the Safeguarding board up to date and ensure concern reporting information is displayed.

Other

- Where necessary, to cover other support staff for breaks.
- To undertake other such duties that may from time to time be reasonably requested by the Head of Prep School to keep their day running smoothly.
- To assist the Headmaster's EA in arranging his annual report meetings with pupils, room bookings, and ensuring all necessary paperwork and information from Prep school is provided.
- To assist the UKS2 Lead with the arrangements and produce outcome letters for the annual Head Prefect Team application process.
- To create the Head Prefect Team handbook, keep the team up to date with their responsibilities, and be their main point of contact.
- To liaise with Lettings regarding movement and changes required to lettings for major events and during the Senior School exam period.
- To gather in and arrange the authorisation of Prep timesheets for each monthly cut off.
- To assist the Head of Prep In arranging, planning and preparing activities, and record notes of Prep School Council meetings.
- To gather and redact documentation for SAR requests.

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

- Good standard of education to include GCSE Maths and English Grade A-C or equivalent.
- Ability to be discreet and maintain confidentiality at all times.
- Approachable and willing to deal with a variety of tasks.
- Enthusiasm with a positive 'can do' approach.
- Accuracy and attention to detail.
- Flexible approach to work.

Knowledge, Skills & Experience

- Able to work in an organised and methodical way.
- Able to prioritise and manage workload, working effectively and calmly under pressure.
- Able to work quickly, accurately and to deadlines.
- Ability to work on own initiative and work as a member of a team.
- Audio typing skills.
- Minute taking skills.
- Good written and verbal communication skills.
- Excellent interpersonal skills, ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations.
- Proven ICT skills and a willingness to learn One Drive and Share Point.
- A sound understanding and experience of Microsoft Office & Excel.
- Experience of working in a busy and varied PA role, ideally within a school setting.

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

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

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.

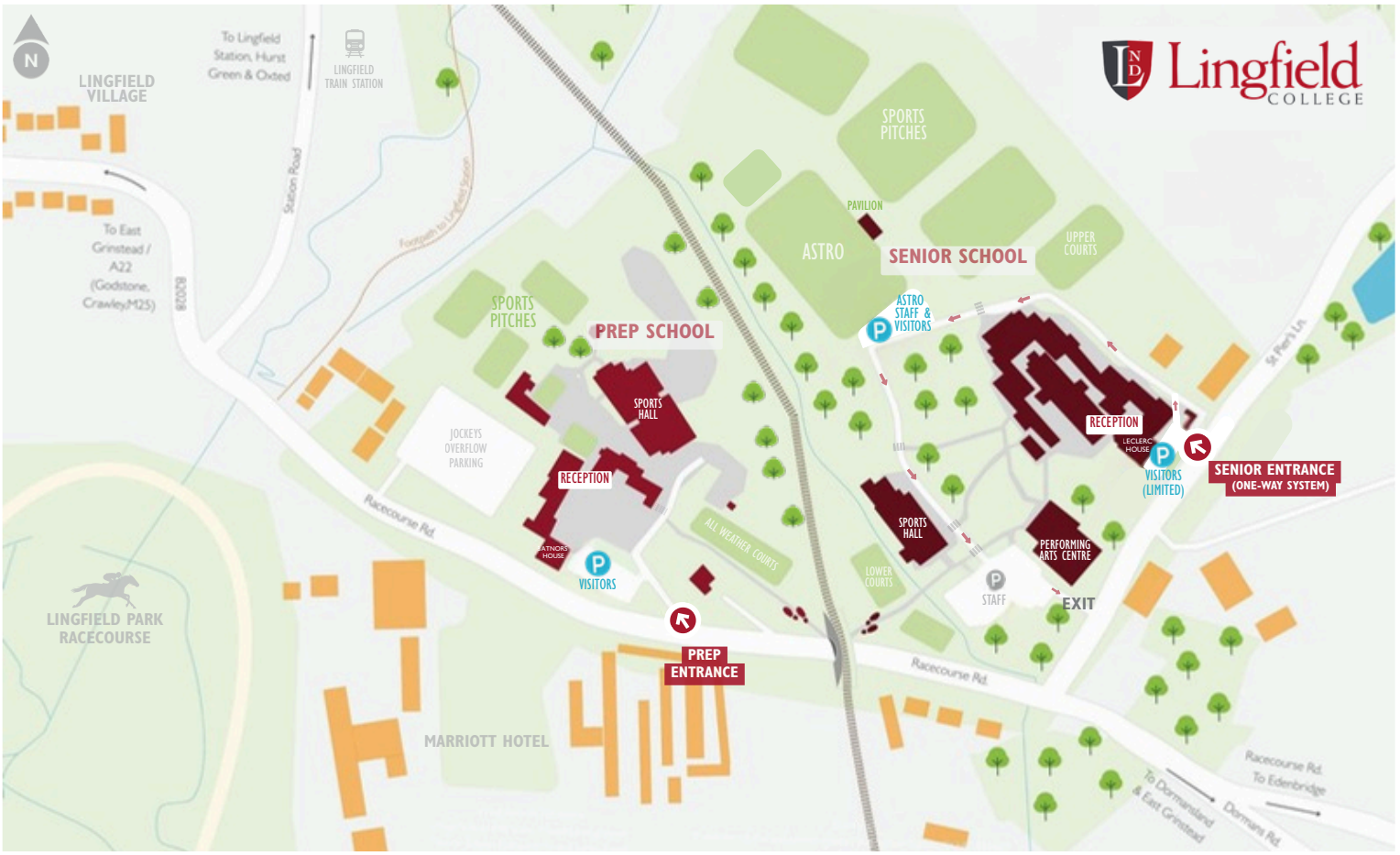
Parking & Arrival Steps

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



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

Telephone: 01342 832407
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