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

Reprographics / Office Assistant

January 2027

Closing 9am on Monday 7th 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.

Richard Bool & Luna
Headmaster & Our Wellbeing Dog

Reprographics Technician / Office Support Assistant

Department:
Senior School Office

Location:
Senior School

Contract:
This is a part-time role working either 2 or 3 days per week from 8.30 to 3.30, term time only with 3 plus weeks. Flexibility is essential with this job share.

Closing Date:
9.00am on Monday 7th December 2026
Interviews to be held 14th December 2026

Salary:
Competitive

Role Overview

The purpose of this role is to ensure the efficient operation of the Reprographics Department while providing administrative support to the Senior School Office. The role will deliver a professional and responsive reprographics service for staff and students and support the smooth day-to-day running of the school through effective administration and excellent customer service



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

Main Duties

Reprographics and Printing Services

- Coordinate and deliver bulk printing and copying requirements for the Senior School and, where required, the Prep School.
- Produce a wide range of printed materials including examination papers, teaching resources, revision materials, cover forms, marketing literature, school production programmes and other school publications.
- Provide printing and copying support to staff and pupils and respond to ad hoc requests as required.
- Support the wider school community with reprographics services including laminating, binding and the preparation of specialist materials and resources.
- Maintain, monitor and troubleshoot reprographics equipment, acting as the first point of contact for printing-related queries.
- Liaise with the IT Department, Xerox, ITQ and other suppliers to resolve equipment faults and service issues.
- Manage the ordering, receipt and distribution of printer consumables and ensure adequate stock levels are maintained.
- Oversee the environmentally responsible disposal and recycling of used printing consumables in accordance with supplier recycling schemes.
- Authorise and process invoices relating to reprographics equipment and services, ensuring expenditure records are accurate and up to date.

Financial Administration

- Purchase printer toner cartridges ensuring costs are considered and keep expenditure records and management information up to date and accurate.
- Manage the procurement of bulk stationery supplies, including photocopy paper, exercise books, lined paper and other resources in line with the annual purchasing schedule.
- Coordinate the annual ordering and distribution of diaries and planners.
- Purchase textbooks and educational resources on behalf of teaching staff and coordinate their delivery and distribution.
- Process invoices through the school's financial systems in an accurate and timely manner.
- Act as a School credit card holder, making authorised purchases on behalf of staff, maintaining accurate records and reconciling monthly statements.

Pupil Records and Administration

- Maintain student files and archives in accordance with data protection legislation and School procedures.
- Coordinate pupil record transfers and admissions documentation when students join or leave the school, ensuring compliance with GDPR requirements.
- Complete associated pupil record checks and administrative processes accurately and within required timescales.

School Support Services

- Coordinate the management and redistribution of lost property, liaising with pupils, staff and parents as required.
- Sort and distribute incoming post daily and prepare outgoing mail, including recorded and special deliveries. Occasional trips to Post Office for recorded deliveries
- Operate and maintain the school's franking system.
- Maintain staff room and Le Clerc kitchen supplies, ensuring stock levels are monitored and replenished as necessary.
- Collect and organise catering provisions for staff areas.

Administrative Support

- Provide administrative assistance to the Headmaster's EA and Senior School Office manager as required.
- Provide reception cover when required.
- Support School events, projects and other administrative activities as requested.
- Undertake First Aid duties in accordance with training and School procedures.
- Demonstrate a flexible and proactive approach by supporting a wide range of operational and administrative projects across the school.

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.

Qualifications

- Good literacy and numeracy skills.
- Competent user of Microsoft Office applications, including Word, Excel and Outlook.
- Experience of working in an administrative or customer service environment.

Knowledge and Skills

- Effective written and verbal communication skills.
- Ability to work on own initiative and be decisive.
- Ability to work accurately and to self-check own work.
- Ability to work as a member of a team.
- Excellent organisational and planning skills.
- Ability to relate to all personnel within the school environment.
- Ability to approach all confidential matters with discretion, sensitivity and diplomacy.
- Knowledge and experience of whole school procedures, organisation and structure.
- Fully qualified First Aider

Desirable Experience

- Familiarity with ISAMS or similar Management Information Systems.
- Experience of operating Xerox, Kyocera, or equivalent reprographics equipment.
- Experience of purchasing, invoice processing and budget monitoring.

Personal Qualities

- Highly efficient with strong interpersonal skills.
- Ability to be discreet and always maintain confidentiality.
- 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.

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.

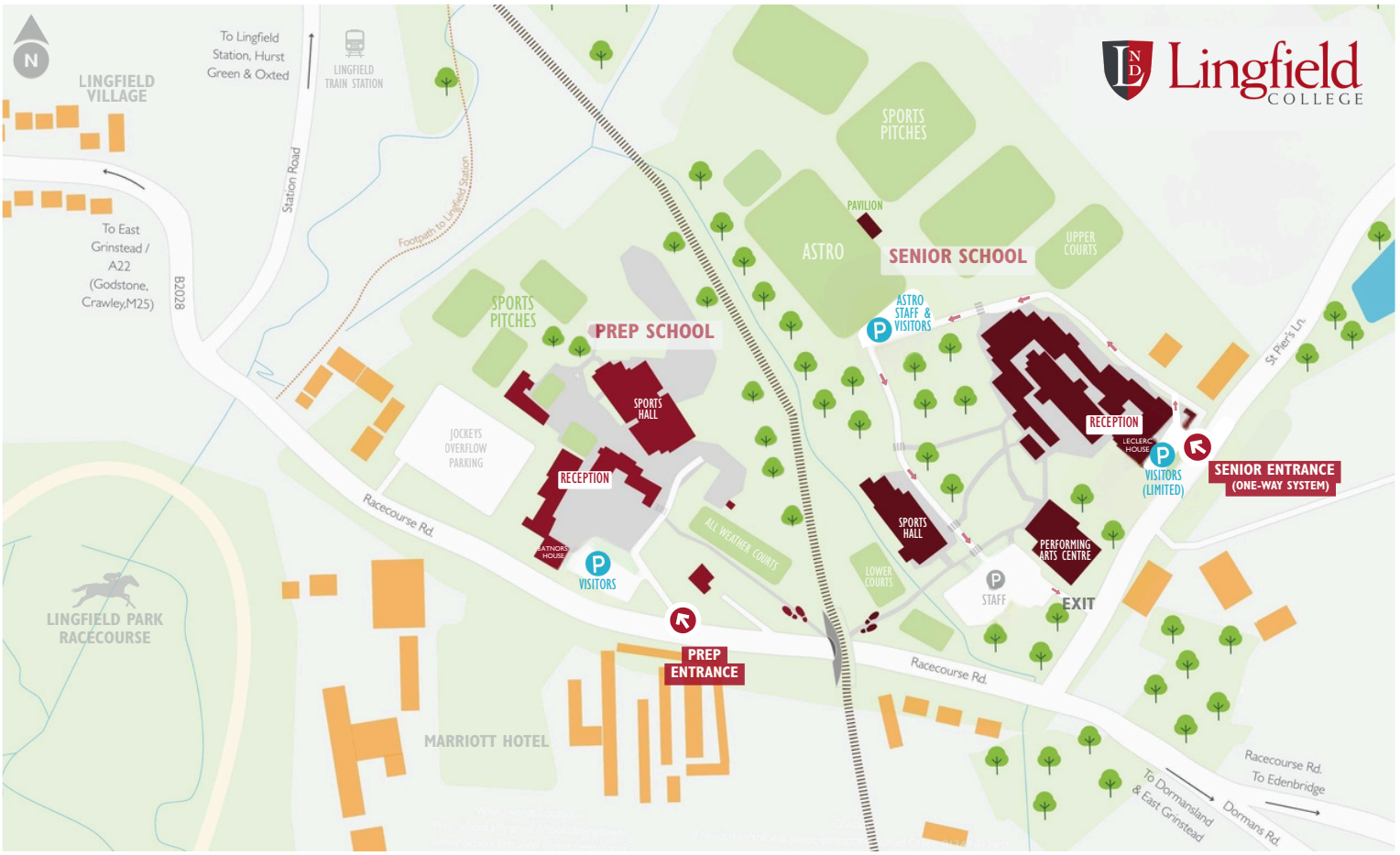
Parking & Arrival Steps

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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