



# Lingfield

COLLEGE

Nursery | Prep | Senior | Sixth Form

## Lingfield College Recruitment Pack

Senior School Administrator (part time job share)

[www.lingfieldcollege.co.uk](http://www.lingfieldcollege.co.uk)



# Welcome

*Welcome to Lingfield College, I am delighted that you have taken an interest in joining the team. It is a vibrant and stimulating place to work, where every individual has a vital and valued role to play in the School's ongoing success and future development.*

*Ours is an environment of respect and collaboration; staff and students work together with energy and commitment to achieve an enjoyable and diverse education as well as outstanding results. Our colleagues are equipped with the tools, support and continual professional training needed to succeed and flourish in their post. We invest heavily in the latest technology and we are continually improving and developing our facilities.*

*Working at Lingfield College is rewarding, and you will be joining a community of like-minded people where your colleagues become your friends.*

*Our campus of 40 acres is nestled in the Surrey countryside, surrounded by green fields and beautiful views; yet we are accessible, with the mainline Lingfield train station servicing the London Victoria/East Grinstead line only a ten-minute walk away.*

**We look forward to welcoming you.**

Richard Bool, Headmaster



# Our School

Lingfield College is a vibrant and successful all-through independent co-educational school for over 940 pupils aged 6 months–18 years. The school has a strong academic ethos. Results in recent years have been outstanding, and the curriculum is broad, relevant and innovative. There is a wealth of extra-curricular activities available, and the students are encouraged to make full use of them to develop their own individual strengths and personalities. We work alongside the pupils and their families as a connected and diverse community dedicated to a mutual goal of creating a happy learning environment for our pupils.

## Our Aims

- To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.
- To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.
- To instil and nurture a strong sense of social responsibility, moral justice and environmental awareness so our pupils can positively contribute to a sustainable and just society.
- To guide each child in the discovery, delight and development of their unique gifts, talents and character.
- To create and sustain an inclusive and contemporary school culture, where diversity, difference and individuality are recognised and celebrated.
- To prioritise physical and emotional wellbeing across every facet of our school community.

## Lingfield, Surrey

Lingfield College is set within a beautiful 40-acre campus located on the outskirts of Lingfield Village in Surrey and close to the borders of Sussex and Kent. It is a delightful place to live in, with the countryside on your doorstep but with vibrant towns and the coast all within reach.

It is also a convenient distance from both London and Brighton with easy transport links. The standard of living in the area is deemed attractive and sought after. Students and staff travel to the school from a wide area, from both rural and urban settings.





# Our Educational Vision

A Lingfield education goes beyond the academic and that is something we pride ourselves on. Our innovative academic curriculum is underpinned by the development of skills, attributes and mind-sets that will help students find success in an increasingly unpredictable future, and support them in becoming effective learners. This approach is complemented and reinforced by our wide-ranging co-curricular and pastoral programmes, and aims to prepare students to flourish in a rapidly changing world. The skills, attributes and mind-sets have been carefully chosen and given formal Lingfield College definitions so that all staff, students and parents can share in the collective vision.



# What is it like to work here?



## Staff Benefits

- Competitive salary package
- Defined contribution pension scheme for staff
- Personalised induction
- Extensive professional support and opportunities
- Fee remission
- Death in Service benefit
- Medicaash health plan to help towards everyday health costs
- Free hot lunches and refreshments, including vegetarian options, bistro dishes and salad bar
- Free car parking
- Staff rewards scheme with discounts on hospitality and retail
- Access to a 24/7 employee assistance programme that offers lifestyle advice and well-being services
- Free access to our extensive sports facilities, including gym
- A range of well-being activities including fitness classes, massage and beauty treatments, complementary or at a reduced cost
- Modern and friendly staff room facilities and a range of social activities for staff
- Staff recognition and reward opportunities
- Refer a Friend Scheme
- Flu vaccinations and health checks for staff
- Cycle to work scheme

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*I joined Lingfield College in October 2020 and from the outset found it a welcoming, supportive and dynamic place to work. My colleagues and I work hard in a busy learning environment but always with time for the individual, be that staff or student. There is plenty of room to make your mark due to the culture of continual improvement. The lunches are fabulous too!"*

— ” —

Staff member, 2023



# Job Description

|                 |  |
|-----------------|--|
| The Role :      | Senior School Administrator (part time job share)                |
| Reporting to :  | Senior School Office Manager                                     |
| Hours of work : | Two days per week, 8.00am to 4.45pm, term time only plus 4 weeks |
| Start date :    | August 2025  |

## The Post

To assist in the smooth running of the Senior School Office and to provide administrative support for staff and students across a wide range of tasks.



# General Responsibilities

## Main Tasks

### Administration

- Administration and distribution of school lists, circulars etc, for internal use.
- Responsible for the organisation of all electronic mailouts to parents and replies.
- Ensure that the School database (iSAMS) is accurate and up to date.
- Record and report student attendance twice per day. Follow up student absence.
- Responsible for the distribution of incoming emails to the published School Office email address.
- School Post – send text reminders, send communication to parents, chase and collate responses, deal with parent queries regarding school post accounts.
- Take minutes of the office meetings with the School Office team.
- Review current office systems and identifying improvements to achieve best practice and efficiencies alongside the Office Manager.
- Administration of the school transport: routes, parent queries & billing in the absence of the Office Manager.
- Ensure photo permissions documentation is up to date with parent preferences.

### Front of house duties

- Assist in the smooth running of the Senior School Office so that it is a focal point for students, staff, visitors, and parents.
- Keep reception area tidy and welcoming for all visitors.
- Ensure all visitors are signed in and issued with a visitor pass.
- Ensure Wi-Fi access and passwords are set up for visitors and parents as required.
- Answer the School switchboard as required.

### Educational trips

- Book transport including minibus use for academic trips, as requested by staff, and distribute travel information to the relevant staff.
- Ensure all relevant information is collated for school trips including passports/Visa's for overseas trips.
- Email parents regarding school trips and provide organisational support for trips (medicines, critical incident pack, sick bowls, first aid bags, parent contact numbers, student health info.)

### Data Protection

- Ensure full compliance with GDPR regulations in all aspects of the School office work, archiving both hard and soft data regularly and in line with the School's Data Protection Policy.
- Ensure full compliance with School policies and procedures and ISI regulations.

### Other duties

- Organise allocation of lockers (the main job is done in the Summer holidays) and issuing /replacement and ordering of keys.
- Deal with injured and sick students when the need arises and in the absence of the Medical Officer.
- Assist with taking staff registers during Fire drills - ensure everything readily available and take out in the event of fire alarm.
- Book photographers and liaise with Prep School. Assist with the organisation on the day to ensure all runs smoothly alongside the Office Manager.
- Be aware of events in the Senior School calendar to be able to deal with parent queries.
- Assist with organising outgoing post and distributing incoming post, where required.
- Assist with organising parents' evenings where appropriate.
- Any other tasks as reasonably requested by the Office Manager or the Head of Finance.

# Person Specification

## Person Specification

The ideal candidate will:

- Have a good general standard of education.
- Have excellent administrative skills.
- Have well developed ICT skills to apply across a wide range of tasks.
- Have knowledge and experience of whole school procedures, organisation and structure.
- Be able to maintain detailed and accurate records.
- Have excellent communication skills, with students, colleagues and parents/carers.
- Be able to approach all confidential matters with discretion, sensitivity and diplomacy.
- Ideally be qualified in First Aid.

## Personal Qualities

- Have a positive attitude to changing priorities.
- Be able to work collaboratively within a team.
- Be able to work on own initiative.
- Have good attention to detail.
- Be confident, self-motivated and reliable.
- Be patient and have a friendly approach.
- Be able to remain calm in stressful situations.
- Be able to establish a rapport with young people and their families.
- Have a flexible approach to work.



## Terms and Conditions

Salary: Competitive salary discussed at interview

Hours of Work: Two days per week, 8.00am - 4.45pm, term time only plus 4 weeks.

Pension: Nest Pension Scheme

To apply, please complete an online application form that can be found on the School website.

## The Process



[Click here to make your application online.](#)

Any queries to: HR Manager,  
Lingfield College, St Piers Lane,  
Lingfield, Surrey. RH7 6PN  
[hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)

## Closing date:

Applications should arrive no later than 9.00am on Monday 2<sup>nd</sup> June 2025. Interviews are planned for Monday 9<sup>th</sup> June 2025.

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.

*Lingfield College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check via the Disclosure and Barring Service. At Lingfield College we uphold fundamental British values and expect all employees to do the same. Lingfield College is an Equal Opportunities Employer.*