



Lingfield

COLLEGE

Nursery | Prep | Senior | Sixth Form

Lingfield College Recruitment Pack

Medical Administrator - from September 2025

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 2–18 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 :	Medical Administrator
Reporting to :	Senior School Office Manager
Hours of work :	Monday to Friday term time only, plus 4 weeks. Working hours 08.15 to 17.15

The Post

The purpose of this role is to support the medical needs of students and administer front line First Aid and to provide an effective high-quality administrative service for the Senior School staff, students and visitors.



General Responsibilities

Main Tasks

Administration of medication

- Administration of non-prescription medication in line with the school medical policy e.g. paracetamol and handling restricted/controlled medication
- Storage & administration of prescription medication for pupils with short- or long-term medical conditions e.g. antibiotics

Support for medical conditions

- Support students to manage long term medical conditions e.g. asthma
- Build & maintain relationships with students, parents/carers with long term health conditions.
- Compile IHP's and Risk Assessments.

First aid and medical attention

- Provide first aid to students attending the office e.g. sports injuries, head injuries, cuts/abrasions/burns.
- Liaise with parents/carers when referral to hospital/GP if identified as most appropriate course of action.
- Consult ILL for advice if necessary.
- Ensure prompt and safe collection of students when deemed too unwell to remain in school.
- Attendance at emergency situations e.g. anaphylactic reactions, potential fractures, and students too unwell to attend the medical room.
- Attendance at hospital if deemed appropriate by SMT.
- Care for students in distress, including those suffering panic attacks, anxiety etc and notify the Deputy Head of Pastoral and Student Welfare Officer
- Attendance at medical emergencies at sports fields as requested by PE staff, ensuring the correct emergency services are contacted ILL/999 as appropriate.
- Notify the Deputy Head of Pastoral, staff, and parents when relevant, of any communicable diseases.

First aid and medical supplies

- Re-stock non-prescription medication and other medical/first aid supplies as required.
- Replenish first aid boxes and ensure kept in date.
- Ensure school's emergency medication such as Adrenalin Auto Injectors/Salbutamol inhalers are in date and available in key areas around the school.

Vaccination and health programmes

- Facilitate annual vaccinations e.g. Flu & HPV.
- Facilitate and oversee the School Aged Immunisation Programme.

Medical records and training

- Maintain and record accurate medical records for students, keep them up to date and communicate relevant medical information with relevant school staff, when required.
- Maintain accurate records of accidents.
- Ensure all medical reports are clear, accurate and easy to comprehend.
- Liaise with PE staff on regular basis regarding new students and/or changes.
- Arrange student training each year for any medical conditions.
- Compile protocols in relation to asthma, EpiPen and allergies.

Food allergies

- Liaise with Catering regarding Food allergies etc.
- Communicate with parents/carers regarding any food allergies.

Educational trips

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

Other Tasks

- Clean and maintain the Medical Room, ensuring hygiene standards are always of high quality.
- Alert the Deputy Head Pastoral or Deputy DSL in their absence of any safeguarding concerns.
- Alert Deputy Head Pastoral of any concerns regarding individual pupils e.g. patterns/trends in attendance at the medical room.
- Update relevant policies / procedures.
- Attend team meetings when required.
- Attend mandatory training required for the role e.g. safeguarding children and any relevant training /forums that benefit the role.
- Attend other training relevant to the role
- Any other tasks as reasonably requested by the Office Manager or the Head of Finance.

Person Specification

Essential Skills and Knowledge

- A good general standard of education.
- Ability to take control in an emergency situation, to work quickly and direct others.
- Ability to maintain detailed and accurate records.
- Excellent administrative skills.
- Experience of First Aid ideally in a school environment. Relevant First Aid at Work Certificate desirable.
- Knowledge of local health professionals and the services they offer.
- Ability to liaise effectively with a range of health professionals.
- Experience of working with confidential information.
- Well developed ICT skills to apply across a wide range of tasks
- Excellent communication skills, with students, colleagues and parents/carers.

Personal Qualities

- Have a positive attitude to changing priorities.
- Be able to work independently as well as part of the office team.
- Be able to work on own initiative.
- Have good attention to detail.
- Be confident, self-motivated and reliable.
- Be able to remain calm whilst under pressure.
- Be patient and have a friendly approach.
- 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: Monday to Friday, term time only plus 4 weeks. Working hours 08.15 to 17.15.

Pension: Nest Pension Scheme

Please complete an application form to and return it to the HR Manager, Lingfield College, St Piers Lane, Lingfield, Surrey, RH7 6PN or email hr@lingfieldcollege.co.uk

The Process



hr@lingfieldcollege.co.uk

By email



HR Manager,
Lingfield College, St Piers Lane,
Lingfield, Surrey, RH7 6PN

By post

Closing date:

Applications should arrive no later than 9.00 a.m. on Tuesday 26th August 2025.

We will consider applications as they are received and, therefore, reserve the right to close the vacancy earlier than the stated date 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.