



Lingfield  
COLLEGE

Nursery | Prep | Senior | Sixth Form

Lingfield College Recruitment Pack

Early Years Apprentice

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



# Welcome

*Thank you for your interest in working at Lingfield College Nursery & Prep.*

*As the Head of Prep, I am delighted to introduce you to our fabulous school, made special by the wonderful children, supportive parents and hard-working staff.*

*I am incredibly proud of the work that we do here daily. We have a huge responsibility to ensure our children get a rich and diverse education. Our school is one where children are nurtured in a family atmosphere, where they are given every opportunity to flourish, learn, create and grow as individuals.*

*We are a very happy school. The relationship between staff and students is exceptional; although very busy, it is a pleasure to work and study in such a friendly environment. Expectations of teachers and pupils are high, but this serves both to stimulate achievement and provide reward.*

*I hope you find everything you are looking for on our website to help you decide if Lingfield College is the environment you would like to work in. If you have any questions, our HR department will be happy to answer them for you.*

**We look forward to welcoming you.**

*Jacky Shackel*

Mrs Jacky Shackel, Head of Lingfield Prep



# 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.







*The curriculum in the Early Years and in the Prep School is enriched with experiences such as outdoor education lessons, dance and music.*

ISI Inspection 2024



## 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

- Pension contribution
- Induction, support & personal development
- Fee remission
- Complimentary lunches & refreshments.
- Free car parking facilities
- Mediacash scheme
- Cycle to work scheme
- Staff rewards scheme with discounts on hospitality & retail
- Access to a 24/7 Employee assistance programme that offers lifestyle advice & wellbeing services
- Free access to our extensive sports facilities, including our gym
- A range of wellbeing activities including fitness classes, massage and beauty treatments
- Friendly staff common room and active programme of social activities
- Access to borrow books from our library

— “ —

*I have found Lingfield to be a friendly and welcoming environment for both staff and students. In my roles as Pastoral Support officer and Deputy DSL, I work across many departments and with students from all year groups, meaning I quickly felt part of the lovely community feel here.*

— ” —

Staff member, 2023

# Job Description

The Role :	Early Years Apprentice
Reporting to :	Head of Nursery
Start Date :	September 2025

## Purpose

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.

## Responsibilities

### **Classroom**

- Carry out group work with children which may consist of phonics, letters and sounds, maths, writing and physical activities that include fine and gross motor activities.
- Work in a supportive manner with the Head of Nursery and Room Leader and all other staff at all times.
- 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.
- Have any work prepared ready for the next day.
- Leave the room and outside area at the end of the day tidy, clean and ready for the next day.
- Follow rota system – nappies and toileting, clean toilets, chop fruit and load/empty dishwasher, put on or unload laundry, collect snack from dining hall and prepare snack etc.
- Supervise children during outside play.
- Be flexible within working practices of the setting. Be prepared to help where needed, including undertaking certain domestic jobs within the setting, e.g. preparation of snack meals, cleansing of equipment, washing of dressing-up clothes, toys and sleeping mats, collecting fruit/food from the kitchen etc.
- Support children at lunchtime in dining hall, cutting food, encouraging children to eat and drink when required.
- Take part in Forest School activities and wear appropriate clothing in general for all weathers.
- Ensure a stimulating, attractive and pleasant environment for the children ensuring that activities support children's interests and learning need.
- Build good positive relationships with parents, and be able to communicate effectively with handing over any relevant information.

## **Reports, Learning and Planning**

- Discuss childrens' learning with the Room Leader.
- Ensure all summative reports are contributed to, recognising, and sharing children's progress and next steps. Contribute to children's statutory reporting, such as 2 yr checks and baseline reports.
- As directed by the Room Leader, work with children on one-to-one basis on Individual Education Plan (IEP) and / or with Special Educational Needs.
- Help to add comments through observations that will contribute to children's reports.
- Work collaboratively with the team to ensure all children have opportunities and experiences that promote learning.
- Extend on children's ideas for learning by providing the 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.
- Be able to work and adapt to working with all ages 6 months- 5 years.

## **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 (in particular Health and Safety Policy, Safeguarding and Child Protection Policy, Use of Photographs (Prep School) Policy and Intimate Care and Nappy Changing Policy).
- Ensure risk assessments are adhered to.
- Ensure all children are cared for in a safe and stimulating environment.
- Record accidents in FAMLY, informing and seeking support from the Room Leader.
- Respect the confidentiality of information received from parents, staff etc.
- Adhere to the Mobile Phone policy and refrain from the use of personal devices with imaging and sharing capabilities within the Foundation Stage.

## **Teamwork**

- Work together respecting team participation, ensuring effective communication.
- Be efficient and organised in the administration of Nursery matters.
- Be prepared to work on specific days i.e. Inset training sessions/days, Nativity, Christmas party, induction, parents evenings and new events that are arranged during the year e.g. baby shows and sports day.
- Be proactive and willing to get involved within the team.

## Pastoral Care

- Undertake general pastoral care, e.g. making sure children are well, taking temperature, contacting parents of unwell child, etc.
- Maintain respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to children's needs especially those under 2 years of age.
- Adhere to the Promoting Behaviour Policy.
- 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.
- Be aware of children's allergies and implement allergy procedures when appropriate safeguarding children from harm.
- Care for children ensuring their routine needs are met promptly and without delay.

## Key Children (specific responsibilities)

- Fulfil your responsibilities as a Keyperson if appropriate and when deemed it to be suitable, ensuring that you adhere to the Keyperson guidance provided on induction.
- Ensure that you are aware of your Keyperson responsibilities as per the EYFS standards taking the responsibility to consistently embed them.
- Form a keyperson relationship with your key child and their family, being the reliable, respectful and warm adult they deserve as their keyperson.
- Engage and support your key child's parents, informing them of their child's progress and communicating with them regularly about the child's learning and development.
- Be committed to the learning outcomes for the children, ensuring all formative and summative assessment processes are fulfilled to the highest standard.
- Support the development of the children following the EYFS educational programmes and seven areas of learning.
- Be aware of the Development Matters Checkpoints so children's progress is tracked appropriately.
- Be aware of your key child's age and stage of development and plan appropriate activities that will encourage development in any gaps of knowledge or attainment.
- Using teacher knowledge, flag any concerns you have regarding your key child's development.
- Support all children's interests, facilitating opportunities in learning that are tailored to meet their individual needs.
- Keep learning journeys up to date by recording observations on all children throughout the week.
- Update and record observations on FAMLY, ensuring that next steps are written and planned as appropriate.
- Assist the team through the sharing of responsibility when recording observations or planning activities for all children not just your key children.
- Be prepared to work with other people's key children and work, throughout the year.



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- Form a keyperson relationship with your key child and their family being the reliable, respectful and warm adult they deserve as their keyperson.
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- Support the development of the children following the EYFS educational programmes and seven areas of learning.
- Be aware of the Development Matters Checkpoints so children's progress is tracked appropriately
- Be aware of your key child's age and stage of development and plan appropriate activities that will encourage development in any gaps of knowledge or attainment.
- Using teacher knowledge, flag any concerns you have regarding your key child's development.
- Support all children's interests, facilitating opportunities in learning that are tailored to meet their individual needs.
- Read once a week, undertake phonic sounds, number work, and handwriting or support activities that you and the Room Leader have planned for the child.
- Keep learning journeys up to date by recording observations on all children throughout the week.
- Update and record observations on FAMILY, ensuring that next steps are written and planned as appropriate.
- Assist the team through the sharing of responsibility when recording observations or planning activities for all children not just your key children.
- Be prepared to work with other people's key children and work, throughout the year.

## **Health and Safety**

- Ensure Risk Assessments and Daily Checks are carried out correctly.
- Ensure Dynamic Risk Assessments are carried out to minimise risk.
- 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 being within hearing and sight of children at all times.
- 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.
- Ensure children's safety, wellbeing and health is paramount to the care Lingfield College Nursery provide for children.
- Inform parents about children's routine needs being met through the notifications on FAMILY.

## General

- Attend meetings, as required including a staff meeting once a week at 8.15am.
- Work alongside the Head of Nursery 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 uphold its standards at all times.
- Keep up to date with EYFS requirements.
- Take part in activities as requested by a Teacher or Key Stage Leader, if required to work in another year group.
- Be available where reasonable for on-call duty.
- Demonstrate a commitment to Lingfield College.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required.
- 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 fulfilled at all times.

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

## **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.
- A sound understanding of early childhood development and learning
- Good working knowledge of the EYFS curriculum.
- A sound understanding of Child Protection and Safeguarding procedures.
- Have previous experience in a similar Early Years environment.
- 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.
- Have the ability to 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.

## Terms and Conditions

Hours of Work: Full time flexible shifts to include 7.30am - 4.30pm. 8.30am – 5.30pm or 9am – 6pm, 30 hours a week Monday to Friday, 50 weeks a year, with additional hours available

Contract: Fixed term for 18 months for completion of Apprenticeship

Annual Leave: 5.6 weeks paid holiday inclusive of the usual statutory holidays to be taken in agreement with the Head of Nursery

Salary: This role attracts a competitive apprentice salary

Pension: Nest Pension Scheme

## The Process



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

Any queries, please contact HR:



[hr@lingfieldcollege.co.uk](mailto:hr@lingfieldcollege.co.uk)

By email



Head of HR,  
Lingfield College, St Piers Lane,  
Lingfield, Surrey. RH7 6PN

By post

## Closing date

Applications should arrive no later than 9.00 am on Monday 15<sup>th</sup> September 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 young people and expects all staff and volunteers to share this commitment. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.*

*At Lingfield College we are committed to equality, diversity and inclusion and welcome applications from all suitably qualified candidates. We are committed to providing a mutually supportive working environment where every individual is treated fairly, respected and valued.*