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

Admissions Assistant

January 2027

Closing Date 9am on Friday 13th November 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

Admissions Assistant

Department:
Admissions Department

Location:
Whole School

Contract:
4 days a week, fixed term to December 2027

Closing Date:
9.00am on Friday 13th November 2026
Interviews to be held w/c 23rd November 2026

Salary:
Competitive

Role Overview

The Admissions Assistant is a demanding and important role requiring the ideal candidate to have strong administration experience and organisational skills, computer literacy (especially in Microsoft Office and School Admissions databases) and a professional, kind, conscientious and flexible working attitude. They should be an enthusiastic team player who enjoys a busy, vibrant and variable role. The role is working 4 days a week on a fixed term contract in the first instance, from January to December 2027.



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

- To deal with Admissions enquiries by telephone and email in a professional manner, making accurate notes on the Admissions database and arranging attendance at events and tours of the school. To also print minimal key information and create and maintain pupil files.
- To maintain Admissions database (ISAMS) with new enquiries, offers, registrations, and accurate notes, and to update database weekly to include all prospective family visits.
- To liaise with senior staff across the Prep and Senior Schools to arrange prospective parent visits and tours of the school and keep Sixth Form guide co-ordinators informed.
- To run reports from the Admissions database in conjunction with the Head of Admissions, and contact prospective families to invite to events, and send termly information to those joining the school in the future.
- To assist with Admissions processes as appropriate, which includes arrangements for Open Days, Entrance Exams, invigilation of ad hoc entrance exams, creating offer documents etc.
- To request references from pupils' current schools (Nursery, Prep and Senior) prior to offers being made.
- To be fluent in Excel and be flexible to learn new procedures as necessary.
- To prepare information packs prior to visits.
- To keep international student records and check students' and parents' permission to reside and study in the UK. To maintain visa files and report to Head of Admissions regularly.
- To assist with planning of new events, arranging Admissions diary, and updating dates for Admissions events, exam and scholarship dates.
- To check, chase and confirm receipt of Scholarship information and references, if necessary.
- To stock take marketing materials and ensure stock is up to date.

Open Days

- To assist with preparation of information to be distributed at Open Days.
- To update attendees at Open Days on database and send follow up emails.
- To attend Senior School Open Day on Saturday 25th September 2027 and assist as necessary.
- To make preparations for and to attend smaller weekday Admissions events, such as Senior School in Action mornings and Prep in Action mornings including attendance lists, badges, information packs throughout the year.

Entrance Exams for Senior School

- To check and accurately bring Registrations into the database, merging with any previous information held. To update date of entrance exam on database accurately.
- To assist with preparation of entrance exam papers, as well as distribution and allocation of papers, stationery and other equipment required in advance of exam days.
- To assist with gathering learning support information from parents and schools to obtain Educational Psychologists' reports and normal ways of working for pupils taking entrance exams in November and ad hoc dates throughout the year. To keep accurate records and chase until all received by deadlines and keep Head of Admissions informed regularly.
- To attend 11+ and 13+ entrance exam days (on two Saturdays in November 2027) and assist as appropriate.
- To assist with any problems which may arise during the entrance exam days.

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

- Professional, practical and patient approach
- Ability to be discreet and maintain confidentiality at all times
- Ability to remain calm under pressure
- Commitment, loyalty and enthusiasm for the role
- Confident, positive and flexible attitude
- Sense of humour
- Ability to multi-task
- Good general level of education

Knowledge, Skills and Experience

- Computer literacy essential especially in relation to Microsoft Office products and willingness to learn in house software packages
- Good interpersonal skills, ability to communicate effectively and accurately with a variety of prospective parents and staff
- Excellent organisational and planning skills
- Effective written and verbal communications skills
- Experience of a busy and pressurised office
- Previous experience in a school Admissions department desirable

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.

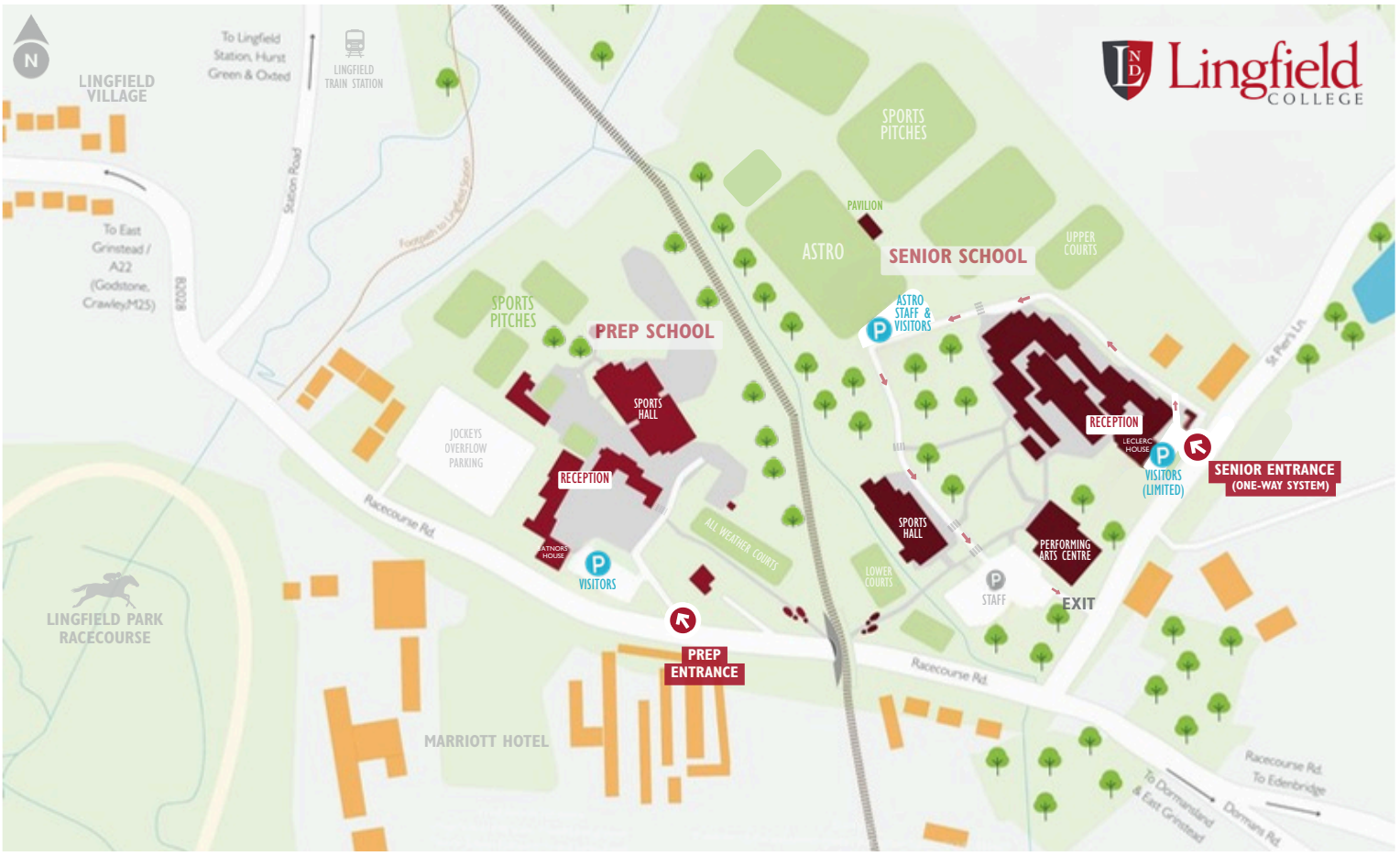
Parking & Arrival Steps

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
www.lingfieldcollege.co.uk