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

External Relations Officer

Full time, all year contract

Closing Date: Wednesday 21st October 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

External Relations Officer

Department:
External Relations Department

Location:
Whole School

Contract:
Full-time, all year contract

Closing Date:
Wednesday 21st October 2026

Interview Date:
Week commening 2nd November 2026

Salary:
Competitive

Role Overview

To be the main point of contact for a variety of communications with former Lingfield students, staff and parents; to play an active role in supporting external relations of the School from providing key administrative and interactive support across a range of departmental and whole school activities.



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 & 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

Alumni

- To ensure efficient running of the Alumni, maximising recruitment into Old Lingfieldians, participation in activities and through this the connections and benefits available to the School.
- To foster relationships with Alumni including offering tours of the School. recording memories of their time Lingfield Notre Dame or Lingfield College and producing any available records from the archives relevant to them.
- To arrange a series of events that appeal to different Alumni interests, this could include reunion events, invitations to School concerts, sporting events to name a few.
- To work in conjunction with Head of Sixth Form, and Head of Careers to aid the involvement of Alumni virtually or in person in any of the following areas: Sixth Form Careers event; Sixth Form Work Experience Scheme; Bespoke career pathway events; Mentoring of current students by Alumni.
- To maintain and increase the database of Alumni of pupils, staff and parents.
- To work towards setting up an archive area of photos, memorabilia etc. in conjunction with teaching staff, Director of External Relations (ER) and Head of Estates and Facilities.
- To regularly use social media (LinkedIn, Facebook, Instagram) to promote Old Lingfieldians, engage with Alumni directly and periodically measure and report on engagement and followers.
- To assist the Director of ER in researching and building relationships with potential fundraising opportunities and supporting The Lingfield Foundation. To steward Alumni as prospective donors and legacy givers.
- To assist in the delivery of school events as required; Open days, Experience days, Prizegiving, Alumni and Fundraising events (this list is not exhaustive). These events are not restricted to the Lingfield area and occasional travel will be required e.g. London.
- To maintain and regularly report on budget forecasting and expenditure to the Director of ER.
- Presentations to Sixth Formers to welcome them into the Old Lingfieldians community.
- Source appropriate Alumni merchandise for distribution as required.

Development

- In conjunction with the Fundraising & Development Officer, expand the fundraising function within the Development team.
- Communicate the importance of giving back to all key stakeholders through any appropriate medium.

- Learn and develop the Toucan Tech CRM, to ensure maximum value is achieved and using its data to provide regular reports to the Director of ER.
- Maintain and update the social media profiles, updating web pages with news and events in conjunction with the Marketing brand guidelines.
- Creation of marketing assets for The Lingfield Foundation across digital and print media e.g. Sponsors banners/ programs etc.
- Ensure ethical, best practice and compliant fundraising activities as outlined by professional bodies such as the Institute for Fundraising and the Institute of Development Professionals in Education.
- In conjunction with Fundraising & Development Officer, support and attend fundraising events throughout the year e.g. Golf Day, Quiz night (this list is not exhaustive).

Lettings

- Develop social media assets to promote and advertise Facility hire in conjunction with the Lettings Administrator.
- Assist in the lettings process (non-term time)
- Use the School Booking system to show facility hire, create new hirers, update and make amendments and invoice monthly.
- Meet with new Hirers to show them the facilities and in conjunction with Director of ER decide on appropriate pricing, facilities etc.
- Monitor the Lettings inbox to ensure all mail is responded to in a timely manner.

General

- To develop and maintain professional, productive relationships with all members of staff within the School.
- To commit to professional development through participation in the School's CPD events and training appropriate to the job role.
- To be aware of equal opportunities and to demonstrate these principles in all aspects of work.
- To comply with and promote the School's Safeguarding (including Prevent), Data Protection and Health and Safety policies and procedures and to undertake recommended training as and when necessary.
- To work in the interests of pupils and in accordance with the School's policies and values.
- To be aware of your responsibility for promoting and safeguarding the welfare of children and young people whom you have contact with during the course of your duties.
- To participate in activities across the External Relations function during peak times.
- To undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will change. This job description will be updated or amended from time to time to reflect such changes.

Person Specification

It is expected that the successful applicant will have and can demonstrate the following.

Candidate Profile

- Have a high standard of education
- Willingness to attend appropriate training courses to develop role specific skills
- Have a confident, positive and 'can do' attitude
- Ambitious and enthusiastic with a passion for fundraising
- Creative with the ability to bring new ideas and suggestions to the role
- Ability to work as part of a team as well as independently
- Proactive in anticipating data requirements
- Willingness to undertake any training as appropriate
- Flexible attitude to work; a willingness to work additional hours as required

Knowledge, Skills & Experience

- Knowledge of iSams and its application in schools (desirable)
- Knowledge of GDPR requirements (desirable)
- Excellent communication skills both verbally and in writing
- Strong interpersonal skills
- Skilled in time management in order to meet strict deadlines
- Organisation and administration skills, with excellent attention to detail
- Creative approach to producing engaging communications
- Excellent IT skills; experience of using desktop publishing/ image editing software e.g. Adobe/ Photoshop) for invitation and design
- Previous experience working in fundraising ideally within the education or charity sector
- Experience of fundraising in a digital world to reach new audiences and broaden engagement
- Experience of organising and running events
- Experience of operating a CRM system
- Experience of working with a database, Microsoft packages, design packages e.g. Canva (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.

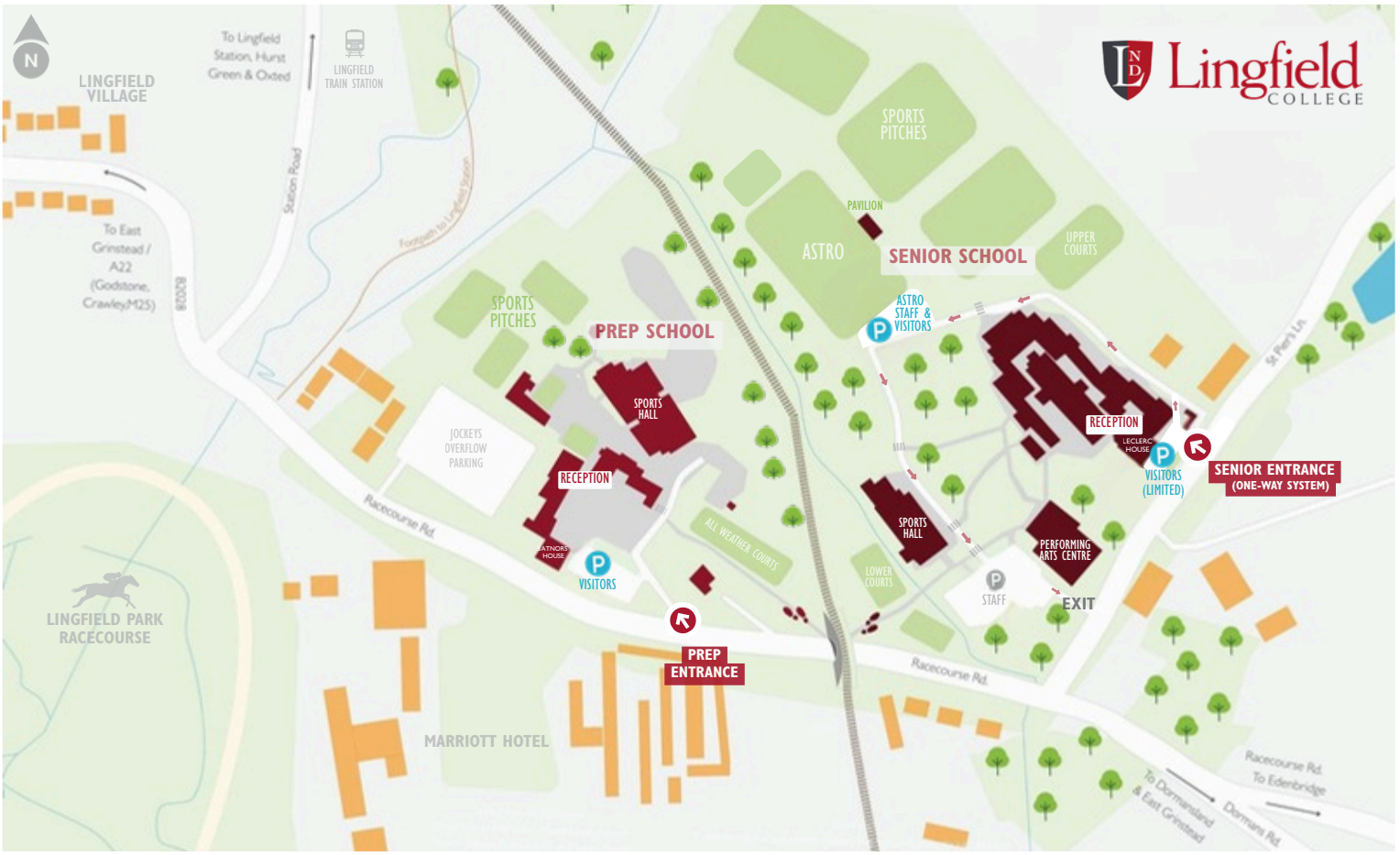
Parking & Arrival Steps

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