



Lingfield

COLLEGE

Nursery | Prep | Senior | Sixth Form

Lingfield College Recruitment Pack

Maintenance Assistant - May 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 0–18 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
- Medish 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

— “ —

I started working at Lingfield College as Head of MFL and Head of French in September 2021. Staff were very supportive and made me feel welcome straight away. I am really enjoying working here as the school offers many professional opportunities, students are eager to learn and respectful and colleagues are most helpful."

— ” —

Christelle Fournès, Head of MFL

Job Description

The Role :	Maintenance Assistant
Reporting to :	Head of Estates & Facilities
Salary :	Competitive salary based on experience
Start date :	May 2025

The Job Role

The Maintenance Assistant, as part of a friendly and approachable team at Lingfield College, plays a key role in maintaining a safe and secure environment for students, staff and visitors whilst ensuring the school facilities remain in excellent repair and are presented to the highest standard.



Key Responsibilities

- Assisting with the maintenance, upkeep and refurbishment of the school estate, premises, equipment and contents.
- Conducting internal and external cleaning duties as required & restocking consumables.
- Assisting with planned decorative work and reactive decorative repair work as directed.
- Performing routine statutory maintenance, testing, visual safety checks and completing records for various equipment including electrical, fire, water, working at height and safe evacuation (suitable training will be given).
- Carrying out portage duties, setting up assemblies, parents' evenings, open mornings, prize giving and various sporting fixtures. Assisting with the removal and fitting out of classroom furniture, office relocations, and setting up sports equipment as directed.
- Undertaking car park management during busy times and at school events.
- Maintaining the grounds, including litter picks, clearing paths, roads, gutters & drains.
- Escorting and collaborating with contractors undertaking planned maintenance visits & working on projects.
- Assisting with the removal and safe disposal, compacting & management of all waste and comply with any recycling and environment initiatives introduced by the School.
- Collecting and distributing post to the Prep and Senior Schools both in term time and during the holiday periods
- Manual handling is a significant part of the duties and full training will be provided.
- Unlocking and/or or locking up of school property occasionally before / after various functions, sporting fixtures and external bookings.
- Acting as one of the key holders and available for occasional callouts outside of normal working hours.
- Undertaking such other duties, training, and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

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

Knowledge, Skills and Experience

- General experience of site maintenance
- Understand safe working practices and health and safety legislation
- Experience in undertaking responsibility for the care and maintenance of premises
- Experience of working in a school setting is desirable
- Ability to respond calmly to emergencies
- Literacy and numeracy skills
- Good communicator
- Develop and maintain good working relationships
- Proactive and able to prioritise and organise own tasks and to work to agreed targets
- Self motivated and able to work on own initiative with the minimum of supervision but also work well as a member of the team
- An understanding of and a commitment to safeguarding and promoting the welfare of children
- Full clean driving license

Personal Qualities

- Responsible, honest, and reliable
- Approachable and willing to deal with a variety of tasks
- Enthusiasm with a positive 'can do' approach
- A flexible approach to working occasional evenings and weekends and to deal with an occasional emergency outside of normal working hours

Terms & Conditions

Hours of work: The role is offered on a full time basis, with weekend working.

Salary: The starting salary will be discussed at interview and will depend on skills and experience.

Annual Leave: 20 days holiday per year (plus public holidays) to be taken in agreement with the Head of Estates and Facilities.

Pension: Nest Pension Scheme

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

Closing date:

Applications should arrive no later than 9.00 am on Monday 7th April 2025. Interviews are planned for Monday 14th April 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.