



Lingfield

COLLEGE

Nursery | Prep | Senior | Sixth Form

Lingfield College Recruitment Pack

Reprographic Technician and Office Support Assistant
September 2024

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.



INTEGRITY



COMPASSION



SELF DIRECTION



RESILIENCE



PHILOSOPHICAL THINKING



CRITICAL THINKING



INTELLECTUAL CURIOSITY



PROBLEM SOLVING



CREATIVITY



COMMUNICATION



COLLABORATION



DIGITAL LITERACY



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
- Medicash 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 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 :	Reprographic Technician and Office Support Assistant
Reporting to :	Senior School Office Manager
Hours of work :	Monday and Tuesday 8.15-3.30, Wednesday 8.15-11.15 term time only, plus 3 weeks.

The Post

The purpose of this role is to ensure the smooth running of the Reprographics Dept and to assist with various aspects of School Office administration. This will mean dealing with a variety of printing and administrative tasks for all staff and students in the Senior School.



General Responsibilities

Main Tasks

- Complete bulk copying for the whole Senior School, and the Prep School on an occasional basis. This will include, but is not limited to, internal examination papers, marketing materials, classroom resources, school production programmes, revision materials, and to assist pupils with their printing and copying tasks. Numerous other ad hoc copying tasks on request.
- Assist whole school with various reprographic room tasks including laminating, binding, copying, sourcing and providing materials for individual projects.
- Maintain the equipment in the reprographics room and act as a reference point for printing queries. Assist the IT Dept with initial first fix enquiries relating to printing equipment across the Senior School. Deal with equipment failures and work with engineers from Xerox and ITQ as appropriate. Receive and distribute all printing consumables and deal with any service failures.
- Be responsible for signing off invoices relating to printing and copying equipment and keep spending records and management information up to date and accurate.
- Purchase printer toner cartridges ensuring costs are considered and keep expenditure records and management information up to date and accurate.
- Arrange for the removal of used printing consumables from the Senior School site in an environmentally considered manner and in accordance with recycling services provided by Xerox, ITQ and others.
- School credit card holder. Complete individual card purchases for staff members ensuring the delivery is monitored and distributed promptly. Retain records and balance credit card statement on a monthly basis.
- Purchase all bulk stationery supplies, this includes large quantities of photocopying paper, lined paper and exercise books in accordance with an annual schedule. Purchase school diaries and planners on an annual basis, collating order and distribution. Ensure costs are considered and supplies bought in line with the School's Purchasing Policy.
- Carry out all student filing and maintain the pupil archiving in line with GDPR regulations.
- Ensure pupil record transfer is completed in a timely fashion and in accordance with GDPR regulations when students transfer to a new school. This includes completing the pupil check in procedure.
- Purchase text books on behalf of teaching staff, deal with their delivery and distribution. Sign and collate associated invoices relating to these purchases.
- Process all ad hoc invoices allocated to the role by the Accounts Dept via the School's Lightyear invoicing system in a timely and accurate manner.
- Coordinate the redistribution of lost property. Liaise with pupils, teachers and parents as appropriate.
- Distribute the incoming post to staff on a daily basis. Take out going post to Post Office daily. Occasional trips to Post Office for recorded deliveries etc. Frank all post and re credit the franking machine.
- Keep staff room and the Le Clerc kitchen generally tidy and top up supplies. Light cleaning duties on occasion.
- Collect catering supplies e.g. milk, biscuits, fruit, paper towel etc for staff room and Le Clerc kitchen.
- Keep lists and forms in the staff room up to date and stocked e.g. absence forms, expense forms, class lists etc.
- Assist the Headmaster's PA on an ad hoc basis. Print and prepare pupil reports and collate folders for the Headmaster's use at annual report interviews.
- Cover for the school Reception on request.
- Fully qualified First Aider.
- Be flexible and willing to get involved in numerous ad hoc projects such as requests for resources and help.

Person Specification

Essential Skills and Knowledge

- Effective written and verbal communication skills.
- Ability to work on own initiative and be decisive.
- Ability to work accurately and to self check own work.
- Ability to work as a member of a team.
- Excellent organisational and planning skills.
- Ability to relate to all personnel within the school environment.
- Ability to approach all confidential matters with discretion, sensitivity and diplomacy.
- Knowledge and experience of whole school procedures, organisation and structure.
- Fully qualified First Aider.
- Good literacy and numeracy skills.
- Computer literate – Microsoft Office (Word, Excel, Outlook) and Internet, ISAMS experience useful but training will be provided.
- Experience of working with Xerox and Kyosera (or similar) equipment would be desirable.

Personal Qualities

- Highly efficient with strong interpersonal skills.
- Ability to be discreet and maintain confidentiality at all times.
- The capacity to remain calm and to cope with the unexpected.
- The ability to work unsupervised and prioritise work during peak times.
- Display commitment, loyalty and enthusiasm for the role.
- Have a confident, positive and flexible attitude

Terms and Conditions

Salary: Competitive salary discussed at interview

Hours of Work: Monday and Tuesday 8.15am - 3.30pm, Wednesday 8.15am -- 11.15am, term time only plus 3 weeks. Flexibility is essential with this job share.

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 am on Friday 17th May 2024. Interviews are planned for week commencing 20th May 2024.

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.