



Lingfield

COLLEGE

Nursery | Prep | Senior | Sixth Form

Lingfield College Recruitment Pack

External Relations Officer

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.



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 :	External Relations Officer
Reporting to :	Head of External Relations (ER)
Hours of work :	Full time, working 8.30am to 4.30pm Monday to Friday on an all year contract
Start date :	As soon as possible

The Post

The purpose of this role is 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.



General Responsibilities

Main Tasks

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 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 for the following:
 - Sixth Form Careers event
 - Sixth Form Work Experience Scheme
 - Bespoke career pathway events
- 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, Head of ER and Head of Estates and Facilities.
- To regularly use social media to promote Old Lingfieldians, and periodically measure and report on engagement and followers.
- To assist the Head of ER to research and relationship build with potential fundraising opportunities and introduction of a development department.
- To assist in the delivery of school events as required; Open days, Experience days, 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 Head of ER.

Development

- In conjunction with the Head of ER to 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 Head of ER.
- Work with the Marketing team to maintain and update the social media profiles, updating web pages with news and events in conjunction with the Marketing team.
- 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.

Lettings

- Assist in the lettings process:
 - 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 Head of ER decide on appropriate pricing, facilities etc.
 - Monitor the Lettings inbox to ensure all mail is responded to in a timely manner.
 - In conjunction with Marketing, ensure facilities are advertised to enhance the marketability of school lets to generate income.

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

Person Specification

Qualifications

- A high standard of education
- Willingness to attend appropriate training courses to develop role specific skills

Knowledge/Experience/Skills

- Previous experience working in fundraising ideally within the education or charity sector
- Excellent IT skills; experience of using desktop publishing/ image editing software e.g. Adobe/ Photoshop) for invitation and design
- Experience of fundraising in a digital world to reach new audiences and broaden engagement
- Experience of organising and running events
- 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
- Experience of operating a CRM system
- Working with a database, Microsoft packages, design packages e.g. Canva (desirable)
- Knowledge of iSams and its application in schools (desirable)
- Knowledge of GDPR requirements (desirable)

Personal Qualities

- 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

Terms and Conditions

Salary: Competitive salary discussed at interview

Hours of Work: Full time, working 8.30am to 4.30pm Monday to Friday on an all year contract

Annual leave: 28 days including Bank Holidays

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



By email

hr@lingfieldcollege.co.uk



By post

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

Closing date:

Applications should arrive no later than 9.00am on Monday 6th January 2025. Interviews are planned for week commencing 13th January 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.