



Admissions, Marketing & Head's PA

Required as soon as possible

We are seeking to appoint an experienced, capable and reliable administrator to be responsible for the School Admissions, Marketing and managing the Headteacher's diary of the School.

Capable of providing a professional, responsive service in a busy environment, you should be able to work independently and as a member of a team, with excellent communication and interpersonal skills and a sharp eye for detail. Duties will include management of pupils' admissions, support the School office manage the school's website and social networks.

We offer remuneration compatible with experience, friendly environment, discounted school fees for employee's children, and complimentary tea/coffee and lunch.

Further details and an application form can be found on the school website and should be sent to:

The School Bursar
Avon House Preparatory School
bursar@ahsprep.co.uk
www.avonhouseschool.co.uk

The school reserves the right to make an appointment at any stage. Applications will be reviewed on an ongoing basis so early applications are encouraged.

The school is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS check and checks with previous employers.