

**UK and International Admissions Officer, full time position**

**Required asap**

We currently have an opening for an experienced, personable and highly organised individual to join the school as a UK and International Admissions Officer. You will organise the school’s student admissions process, from initial enquiries through to registration and subsequent enrolment.

You will be someone who is highly organised with proven experience of delivering exceptional customer service coupled with excellent communication and relationship-building skills. You will be familiar with using databases and be comfortable in meeting families and representing the School at both internal and external events.

Hours of work - Monday to Friday 8.00am–4.30pm

If you are interested in applying for this role please download the job description and application form below and email your completed form to the School. If you require further information please contact our HR Manager, at [hr@burgesshillgirls.com](mailto:hr@burgesshillgirls.com) telephone 01444 241050.

Closing date for completed application forms: **5.00pm on Friday 22nd September 2017**

Interviews will be held during **week commencing 25th September 2017**

***The School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.***