**Head of Admissions, Communications and Marketing**

Mount House School is a co-educational Independent Day School for students aged 11 to 18, set in and around a Grade II listed mansion near Barnet on the outskirts of North London. We are seeking a highly committed and well organised individual with strong communication skills to join our Senior Leadership Team. This is a key role with leadership responsibility for Marketing, Admissions and Communications aspects of the School. Experience of Marketing and Admissions within the Education sector is highly desirable, but is not essential.

The post holder will be responsible for the marketing and admissions strategy, promotion and development of the school brand. The expectations of the role will be to increase the number of applications and acceptances and to provide excellent customer service to current and prospective parents and their children.

Established in 2017 as the successor to St Martha’s School for Girls, Mount House School is both ambitious and aspirational in its philosophy, with projected student numbers of approximately 300 in September 2025. The School has an excellent reputation for the strength of its academic and co-curricular provision within a caring environment, and benefits from a strong financial base to be able to support a progressive programme of investment in its infrastructure and modern facilities.

This position offers an exciting opportunity for a proactive team player to support the growth and development of the School as the leading small co-educational senior school in the area. A highly competitive remuneration package is available, which will be commensurate with the seniority of the post and the experience of the successful candidate.

The post is available from October 2021. Further details about the role and how to apply can be found at: <https://www.mounthouse.org.uk/vacancies/>

Please e-mail application forms with a supporting statement to careers :

Contact e-mail: careers@mounthouse.org.uk

**The closing date for applications is 10:00 am on Monday 27th September 2021.**

**Interviews will be held on Wednesday 29th September 2021. Please note that CVs alone will not be accepted and we reserve the right to close this advert early if we are able to appoint to the vacancy before the advertised closed date.**

Mount House School is committed to safeguarding and promoting the welfare of children and expects all staff to respect this commitment. The post is subject to an enhanced DBS check, satisfactory references and a medical.