



Chesham Preparatory School

Registrar and Digital Marketing Executive – Term Time Only

We are an Independent Co-Educational Prep School in Buckinghamshire and are seeking a Registrar, who will also assist with the school's digital marketing, to commence September 2019.

This role is to work Monday to Friday, 30 hours per week. Salary will be dependent on experience. Whilst the role is in essence term time only, the candidate must provide business continuity during holiday periods e.g. accessing emails and liaising with prospective parents and the Head and Bursar.

With extremely high standards at Chesham Prep, the successful candidate will be personable and a true team player, with strong communication and organisational skills. The candidate will be able to manage the pupil database, liaise effectively with prospective parents and play a strategic role in the marketing of the school. The candidate will require strong IT skills and will need experience of working with contact management databases, and extensive experience of using Excel. A copy of the full job description and an application form is available on our website www.cheshamprep.co.uk.

If you are interested in applying for this position, please email the Head's PA Mrs Broschomb (pa@cheshamprep.co.uk) with a completed application form and covering letter explaining your interest in the role.

Applications by 16th August, Interviews from 21st August 2019.

**Chesham Preparatory School, Two Dells Lane Orchard Leigh, Chesham, Bucks, HP5 3QF
Tel: 01494 782619**

*Chesham Preparatory School is an equal opportunities employer. We are also committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening including checks with former employers and a full DBS.
Charity No 310642.*