

Founded 1642



New Hall School

Catholic independent HMC boarding & day school (3-18) for 1,250 students
Co-ed Pre-Prep Division (3-7) & Preparatory Division (3-11)
Girls' Division (11-16) • Boys' Division (11-16) • Co-ed Sixth Form (16-18)
The Avenue, Boreham, Chelmsford, CM3 3HS

New Hall School requires, as soon as possible, a:

Director of Admissions, Communications & Development

An exciting opportunity for an experienced PR & Marketing/school Admissions professional to take on a newly created post, arising from the significant expansion and successes of the school. The Director of Admissions, Communications & Development is a Senior Leadership & School Management Team (SLMT) post and the successful candidate will have the initiative, expertise, experience and skills to meet the demands of the seniority of this role. S/he reports directly to the Principal and is the line manager for the staff team members in the following departments: Admissions; Communications & Marketing; Events; and Alumni & Development.

The salary range for this role is £49,758pa to £57,680pa

Closing Date: Midday, Tuesday 24 April 2018

Interview Date: Tuesday 1 May 2018

Excellent benefits • free parking • superb working environment • London Stratford 20 mins by train • complimentary lunch & refreshments

New Hall is committed to safeguarding pupils. There will be an enhanced DBS check prior to appointment.

For further details & an application form please visit:

www.newhallschool.co.uk/job-opportunities

Alternatively, please contact the HR Department on 01245 467 588



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