



HAMPTON SCHOOL

(HMC 1280 boys 11-18, 370 in Sixth Form)

ADMISSIONS ADMINISTRATOR

Full time or term time

To start September 2018

An opportunity to join the busy, high performing Admissions team supporting Hampton's strong reputation for delivering outstanding service for prospective parents. The successful candidate will have strong analytical and database skills, excellent administration, organisational and communication skills and a good work ethic.

This can be a full time or term time appointment requiring a high level of flexibility during peak admissions periods. The salary will be £27,256 per annum (pro-rata if term time). The post holder will enjoy a number of staff benefits.

The closing date for applications is 9.00am on Monday 16 July 2018

Further details and an application form may be obtained from the Hampton School website www.hamptonschool.org.uk.

Application forms to be emailed to recruitment@hamptonschool.org.uk.

Hampton School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure through the DBS. Hampton School is an equal opportunities employer. Registered Charity No 1120005. Company No 06264434.