



HAMPTON SCHOOL

(HMC 1270 boys 11-18, 380 in Sixth Form)

**ADMISSIONS ASSISTANT  
(Full-time)**

Hampton is one of the UK's most successful independent schools and is seeking to appoint an Admissions Assistant who will be responsible for processing School applications and being the first point of contact for prospective parents, you will play a key role in conveying the professional image of the School. The Admissions and Marketing Office is extremely busy managing applications and entrance examinations and is also responsible for School marketing.

The hours are 8.30am to 5.30pm, however, a high level of flexibility is required. The Salary will be between £24,068 and £26,462 per annum, negotiable and commensurate on skills and experience.

**The closing date for applications is Monday 19 June 2017 at 9am.**

Further details and an application form may be obtained from the Hampton School website [www.hamptonschool.org.uk](http://www.hamptonschool.org.uk).

Application forms to be emailed to  
[recruitment@hamptonschool.org.uk](mailto: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.*