



Admissions Officer

We are seeking to appoint an experienced Admissions Officer with responsibility for supporting the management and operation of all aspects of pupil recruitment.

The Admissions Officer will provide a friendly and efficient admissions service to all prospective pupils, parents and agents; maintaining appropriate levels of contact with all prospects throughout the journey from enquiry through to admission, as well as for the efficient management of the admissions database and the end-to-end management of all admissions procedures.

The Admissions Officer will be an excellent team player with a friendly, calm approach and first class organisational skills. As well as a demonstrable track record of success in admissions management or customer service in a comparable organisation, the successful applicant will have strong IT, data management and administrative skills and the ability to work effectively under pressure.

Gresham's School is situated in the Georgian town of Holt and sits within 200 acres of glorious countryside. Set in an area of outstanding natural beauty with the Norfolk Broads and the North Norfolk Coast just a few miles away.

At Gresham's we offer a rare opportunity where children can join us at our Nursery and Pre-Prep School from the age of 2 and continue with their education at our Prep and Senior Schools to the age of 18. We recognise that every child has different strengths and talents and we pride ourselves on recruiting staff who can recognise, nurture and help pupils reach their true potential.

To apply for the role, please visit our website www.greshams.com/about-us/job-opportunities where you will find an application form and recruitment pack. Our recruitment team can also be reached by email at hr@greshams.com or by telephone on 01263 714623.

Closing Date: Wednesday 26th June 2019

Please note we reserve the right to appoint to the post, prior to the closing date.

Gresham's are proud of its exemplary approach to the safeguarding of our children and conduct a robust recruitment process. Applicants are expected to engage fully with the requirements of this process. An offer to join the School is made subject to a satisfactory Enhanced DBS check along with clearance on all other relevant safeguarding and child protection requirements.

Registered Charity No: 1105500

www.greshams.com