

Founded 1642



New Hall School

Catholic independent HMC boarding & day school (1-18) for 1,500 students
The Avenue, Boreham, Chelmsford, CM3 3HS

The School requires, as soon as possible, an

Admissions Officer

8.30am-5.30pm, Monday to Friday, all year round

The salary range is £22,039pa - £26,449pa (NHC21-NHC27)

The School's busy Admissions Department is looking to recruit an Admissions Officer. The main responsibility of the Admissions Officer is to manage and administer the admissions procedure for the School's Senior Divisions, from initial point of contact through to student arrival. The successful candidate will have a professional and personable manner, possessing excellent communication and IT skills.

New Hall offers an exceptional working environment in a stunning, Grade I listed historic setting. With a staff of around 315, New Hall is a warm, welcoming and supportive community.

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. Applications from practising Catholics are particularly welcome. The Equal Opportunities Policy can be found on our website.

Closing Date: Midday, Monday 24 January 2022

Early applications are encouraged and interviews will take place on a rolling basis

JOB ID: NH0249

For further details and an Application Form, please visit our website: www.newhallschool.co.uk/job-opportunities

Alternatively, please contact the HR Department on 01245 467 588

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

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