

ADMISSIONS OFFICERS

1 x full-time (permanent circa £20,000)

1 x part-time (temporary £8.50 per hour)

We are looking for two exceptional administrators to manage the admissions process and provide advice to prospective pupils and parents.

You will be an excellent organiser able to work on your own initiative to deliver accurate work within deadlines. You must be flexible with high level interpersonal and IT skills.

Further details can be obtained from our website or by telephoning 01223 403800.

Closing date: Monday 9th August 2010



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THE PERSE
UPPER SCHOOL
CAMBRIDGE

The Perse School is committed to safeguarding and promoting the welfare of children and all applicants will be subject to child protection screening including an enhanced CRB check.

Registered Charity Number: 1120654

www.perse.co.uk