

Radnor House School
Pope's Villa, Cross Deep, Twickenham, TW1 4QG
<http://www.radnor-twickenham.org/>

Admissions and Marketing Administrative Assistant
Permanent Full Time Role, Salary from £25,000 p/a
Required As Soon As Possible

This is an exciting, newly created, opportunity for an enthusiastic and highly motivated individual to join a team of three and report to the Marketing and Communications Director, Admissions Registrar. The core working hours are between 8.30am and 5pm Monday to Friday (52 weeks) with the requirement to work occasional weekends and evenings to attend open evenings and marketing events.

The successful candidate will have exceptional Microsoft Office skills (Word, Excel, PowerPoint and Publisher) and a strong administrative background. Website, social media experience, and knowledge of Canva would be advantageous. The role requires excellent interpersonal, written and prioritisation skills with the ability to meet deadlines.

Radnor House is a 9-18, selective, co-educational, independent day school set in historic buildings on the banks of the River Thames in Twickenham, just thirty minutes from Central London. It was judged as 'Excellent' in all categories by the Independent Schools Inspectorate in February 2020. The relatively small size of the school (c.440 pupils) enables us to focus on the individual needs of all our pupils, fostering a supportive and collaborative community where pupil success is regularly celebrated.

We offer extensive opportunities for CPD and career development, along with free meals, cycle to work scheme, Employee Assistance Programme, Death in Service Benefit and twenty days annual leave (plus bank holidays). For further information, to download an application, or to watch our video to give you a flavour of working at our school, please visit our website:

<http://www.radnor-twickenham.org/about/>
<https://www.radnor-twickenham.org/about/current-vacancies>

In line with safer recruitment guidelines applications must be in the form of a completed application form together with a cover letter and should be returned to hr@radnorhouse.org by midday on **Monday 12th July 2021**, with interviews to hopefully take place the following week. Radnor House may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. With this in mind, you are encouraged to apply as early as possible.

Radnor House Twickenham is a member of Dukes Education, a family of schools, teachers, learners and parents connected by our pursuit of an extraordinary life for every member of our community. To learn more about our family, visit dukeseducation.com

Radnor House Twickenham is committed to safeguarding the welfare of children and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, checks of identity, qualifications and employment history and satisfactory references. We are an equal opportunities employer.

Radnor House Twickenham - An independent co-educational day school for pupils aged 9-18 years

Pope's Villa, Cross Deep, Twickenham, Middlesex TW1 4QG Telephone: 020 8891 6264 Website: www.radnor-twickenham.org

Head: Darryl Wideman Senior Deputy Head: Stephen Carrington

Registered address: Radnor House School Limited, 5th Fl South, 14-16 Waterloo Place, London SW1Y 4AR. Company registration no. 07338875.

