

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

**Admissions and Marketing Assistant**  
**Permanent Full Time Role, Salary up to £28,000 p/a**  
**Required As Soon As Possible**

Are you an enthusiastic and highly motivated admissions and marketing assistant with exemplary interpersonal and organisational skills? If so, this could be the role for you!

Working as part of a small supportive team you will provide day to day assistance in all admissions and marketing activities ensuring a friendly and positive experience for external and internal customers alike. Alongside routine administrative tasks such as managing the enquiry pipeline, ensuring data is entered accurately and preparation of packs for new school entrants, there will be involvement with creation of website and social media content and assisting with events and projects; this is a varied and diverse role which requires flexibility, a 'can-do' attitude, with the ability to juggle priorities and meet deadlines.

The core working hours are between 8.30am and 5pm Monday to Friday 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 with excellent written and prioritisation skills.

Radnor House is a 9-18, selective, co-educational, independent day school set 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. In 2023 the school will be moving to historic premises at Kneller Hall in Whitton where the former Ministry of Defence building is being turned into a new, state-of-the-art upper school.

We offer extensive opportunities for CPD and career development, along with free meals, cycle to work scheme, Employee Assistance Programme, Death in Service Benefit, Christmas closure and twenty days annual leave (plus bank holidays). For further information and to download an application form, please visit our website: <https://www.radnor-twickenham.org/about/current-vacancies>

In line with safer recruitment guidelines **applications can only be considered if they are on the school's support staff application form**. Completed forms should be returned to [hr@radnorhouse.org](mailto:hr@radnorhouse.org) by midday on Monday 11th July 2022. We may hold interviews as and when applications are received, and this job may therefore be withdrawn without prior notice, so early applications are encouraged.

*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](http://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.*