



# TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

## ADMISSIONS AND MARKETING MANAGER

Starting Date: March/April 2019

Town Close School is a co-educational day school for approximately 470 pupils aged 3 to 13 years situated close to the centre of Norwich on a beautiful 15-acre site, including 10 acres of conservation woodland. Founded in 1932, it is now a charitable trust managed by a board of governors. The School is based around two large town houses and their extensive gardens; the main house is early Georgian and the other mid-Victorian. Purpose-built classrooms and other premises and accommodation have been added, most in recent years. A high specification sports hall was opened in September 2009 and a superb performing arts hall in January 2010. Last year our main Pre Prep building was extended and a separate classroom block for Year 2 classes was added.

We aim to develop the full potential of each pupil. We are proud of our academic record, our renown for music, drama, technology and art, and our reputation for sport. Our most recent full I.S.I. inspection was in November 2011, the outcome of which was extremely positive with all categories being graded 'outstanding'. The full report can be viewed via our website [www.townclose.com](http://www.townclose.com). We had an I.S.I. regulatory compliance inspection in November 2017, in which we were found to be compliant in all areas.

Town Close School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

### **How to apply:**

Please complete and return the enclosed application form, which should be accompanied by a letter of application addressed to:

Mr Nicholas Bevington, Headmaster c/o Mrs Sara Hill, Headmaster's PA

Either by email to: [headsec@townclose.com](mailto:headsec@townclose.com)

or post to: Town Close School, 14 Ipswich Road, Norwich NR2 2LR

Closing date: Monday 28<sup>th</sup> January 2019