



TOWN CLOSE SCHOOL

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

Town Close School is situated in the heart of the city on a beautiful 15 acre site, which includes conservation woodland.

We seek an enthusiastic and well-qualified

Admissions and Marketing Manager for March/April 2019

This is an exciting opportunity to work in a leading preparatory school with excellent facilities. The successful candidate will be a self-motivated individual who has excellent organisational, communication and administrative ability along with strategic and tactical marketing skills.

Further information, including a job description and details of the application process, may be obtained from townclose.com or the Headmaster's PA by emailing headsec@townclose.com

Closing date for applications: Monday 28th January 2019

Town Close Preparatory 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 check with the Disclosure & Barring Service.