



The Hampshire School

C H E L S E A

Early Years | 5 Wetherby Place, London, SW7 1NX | 020 7370 7081
Pre-Preparatory and Preparatory | 15 Manresa Road, London, SW3 6NB | 020 7352 7077
www.thehampshireschoolchelsea.co.uk

Admissions Registrar

The Hampshire School is seeking to appoint a highly organised, effective and enthusiastic Admissions Registrar at this highly successful 3-13+ preparatory school in Chelsea. The successful candidate will have overall responsibility for all aspects of admissions work within the School.

The post calls for a high level of relevant experience, a thorough understanding of the world of independent education and for a combination of outstanding administrative, managerial, communication, marketing, IT and people skills.

Working pattern: Full Time, Permanent , 40 hours per week
Salary: £33,000 - £35,000 per annum, depending on skills and experience
Start date: ASAP

For an application pack please contact Miss Doyle at recruitment@thehampshireschoolchelsea.co.uk or on 020 7352 7077. Packs can also be downloaded from the school website www.thehampshireschoolchelsea.co.uk.

The Hampshire School is committed to safeguarding and promoting the welfare of children and young people. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.