



BEESTON HALL SCHOOL

Marketing and Admissions Manager – Part Time REQUIRED FOR JANUARY 2025 (or earlier)

We are seeking a part-time Marketing and Admissions Manager to join our team of administrative staff. Marketing experience is essential as is empathy with the ethos and aims of Beeston Hall, alongside an ability to work under pressure and to deadlines.

Beeston Hall School is one of the country's leading independent prep schools. It is a co-educational day and boarding prep school (ages 4 -13 years) situated on the North Norfolk coast set in extensive and beautiful grounds, which allow children to enjoy their childhood whilst acquiring an outstanding education. Its distinctive ethos encourages every child to flourish whatever their talents. It is a boarding school, which welcomes day children and prepares them for leading senior schools all around the UK.

For detailed information regarding the job responsibilities, please refer to the Job Description and Person Specification which can be downloaded from our website, along with application form, from our website: www.beestonhall.co.uk. Salary commensurate with experience.

Closing date for applications: Friday 4th October 2024 9am
Interviews: w/c Monday 7th October 2024

For further information please contact Mrs Viv Farnell, Beeston Hall School, West Runton, Cromer, Norfolk NR27 9NQ. Tel: 01263 837324, e-mail: vfarnell@beestonhallpst.org

Beeston Hall is part of the Prep Schools Trust, 7 Cothill, Abingdon, OX13 6JL. Registered Company No. 961616. Registered Charity No. 309639 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be subject to an Enhanced Disclosure via the Disclosure and Barring Service. Beeston Hall is an equal opportunities employer and accepts applications from all sections of the community.