**Head of Marketing and Admissions**

**Permanent**

**Full Time**

Abbot's Hill School is an independent day school for girls aged 4-16 years and a co-ed Day Nursery from 6 months to 4 years. The school was founded in 1912 by the Baird sisters to educate 'young women of character' and has a long and proud history of providing an all-round education to the young people in its care.

The school is now looking to appoint a Head of Marketing and Admissions who will be responsible for marketing and pupil recruitment and be integral to the future growth of the school. The successful candidate will be an experienced, creative, senior marketing, admissions and communications professional.

Previous schools’ experience is desirable but not essential. The successful candidate will have good knowledge of the educational landscape and a keen understanding of the factors which drive parents to choose a school. They will take the lead in developing and delivering outstanding marketing and pupil recruitment strategies and will build and maintain excellent relationships with all key stakeholders, both internal and external.

Reporting directly to the Head, and being a key strategic member of the Executive Team, the post will have a 360-degree view of all marketing, admissions and communications activities at the School.  This is an exciting time to join the school and to play a key role in delivering the strategy which will take Abbot's Hill to the next stage of its development.

The successful candidate will be confident, articulate and outgoing, comfortable working in a fast-paced, challenging and extremely rewarding role. Working with flair and creativity, and unafraid to challenge the status quo, the successful candidate will proactively seek out ways to improve and develop the marketing, admissions and communications programme.

This is an outstanding opportunity for a commercially minded, strategic marketing professional who combines demonstrable leadership skills with strong and persuasive communication skills and a passion for delivering excellent customer service.

Our comprehensive job pack and application form can be found here <https://www.abbotshill.herts.sch.uk/about/vacancies/> .  Completed application forms should be returned to [recruitment@abbotshill.herts.sch.uk](mailto:recruitment@abbotshill.herts.sch.uk) by the closing date below.

**Closing date      Monday 2nd October 2023 at 5pm**

**Interview Date   Monday 9th October 2023**

Should you have any questions regarding the role, please contact our HR Department on 01442 839155.

Abbot’s Hill is committed to safeguarding and promoting the welfare of children. All posts are subject to the enhanced statutory checks. Charity No. 311053

Abbot’s Hill is committed to inclusion and equality of opportunity for all staff. Applications are encouraged regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.