

## Admissions Events Coordinator

We are looking for an organised, efficient and enthusiastic Admissions Events Coordinator to join Wycombe Abbey's busy Admissions Department.

Wycombe Abbey has been at the forefront of girls' boarding education for the last 125 years. Superb academic outcomes are the School's hallmark and pupils regularly secure places at the most prestigious universities across the globe. Known for its world-class education, Wycombe Abbey encourages curiosity, innovation, leadership and delight in learning among its pupils.

The Admissions team is responsible for the pupil recruitment and selection process for boarding and day girls at 11+, 13+ and 16+. The department manages a large volume of enquiries and visits to the School and the Admissions Administrator plays a vital role in all communications with prospective families.

The ideal candidate will be an experienced administrator, who wishes to be involved in a professional and busy school community with proven experience of planning large and successful events. The role requires excellent organisational, communication and presentation skills, database experience, an ability to work accurately under pressure and to multi-task across all aspects of administration and event organisation. The successful candidate will have a keen understanding of excellent customer service, marketing and an ability to engage with all stakeholders throughout the School.

**Hours of work:** 37.5 hours per week, Monday to Friday, 52 weeks per year. Hours include a one hour unpaid lunch break. 9am to 5.30pm or 8.30am to 5pm Monday to Friday plus some evening and weekend work to support Admissions events.

Further details can be found under 'Current Vacancies' on our website: <https://www.wycombeabbey.com/careers/>. Please complete an application form and submit this, together with a covering letter, to the Headmistress, Mrs J Duncan by selecting "Apply Now". Should you have any questions then please do not hesitate to contact the HR Team on 01494 895575 or [hr@wycombeabbey.com](mailto:hr@wycombeabbey.com)

**Closing date: Friday 13 May 2022**

**Interview date: Friday 20 May 2022**

Wycombe Abbey is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

We are an equal opportunities employer. Registered Charity No. 310638