



## **Job Advertisement**

### **School Administrator / Admissions Officer**

**Required – As soon as possible**

**Mon - Fri 8:15 - 4:45, 37.5 hours per week.  
Permanent, all year round.**

**Salary - £21,000 - £25,000**

### **Forest Park Preparatory School**

Forest Preparatory School is an independent co-educational school for pupils up to the age of eleven. The school prides itself on its happy and nurturing learning environment which inspires and gives every child the confidence and determination to achieve their very best.

Our smaller classes and broad, rich curriculum ensure the unique and natural talents of every child are recognised and encouraged.

We are seeking a highly motivated, enthusiastic administrator/admissions officer to support and work alongside our successful office and staff team. The role will be full time, Monday to Friday, all year round.

Applicants will need to have excellent IT and communication skills and be fully committed to the role. They need to be someone with a positive attitude and the ability to handle the many demands of a busy school office.

This is an excellent opportunity for any ambitious person seeking to work in an outstanding school committed to developing both its pupils and staff to achieve their full potential.

Benefits:

- Lunches included
- Sick pay
- Company pension scheme

The successful candidate will be subject to child protection screening, including a DBS check, which will be funded by the school.

For an application form and job description please apply through Indeed or email the school office at [post@forestparkprep.co.uk](mailto:post@forestparkprep.co.uk)

Please send completed application forms to [post@forestparkprep.co.uk](mailto:post@forestparkprep.co.uk) no later than the closing date below.

**Closing date: Wednesday 31st October**  
**Interviews: Monday 4th November**