



**Aldenham**  
founded 1597

## **Admissions Coordinator**

**Monday to Friday: 9am – 5pm**

**Full Year**

**Required from August 2017**

**The Aldenham Foundation is looking to appoint an enthusiastic, organised and efficient person to manage the admissions process in our senior school.**

**The successful candidate must have good IT skills, experience in using database/MIS systems and excellent communication and interpersonal skills.**

**If you are interested in applying please return the Application Form to [vacancies@aldenham.com](mailto:vacancies@aldenham.com)**

**Closing date: 13<sup>th</sup> June 2017**

*The School is committed to safeguarding, promoting British values, promoting the welfare of children and young people and the prevention of extremism and radicalization.*

**CV'S ALONE WILL NOT BE ACCEPTED**