

Roedean

An independent 11-18 girls' day and boarding school in Brighton

Required as soon as possible

Admin Officer

Roedean is an extraordinary school, sitting in the South Downs and overlooking the English Channel. However, it is not just the location but the strong academic focus, with a genuine belief in the importance of creativity and an all-round education, that makes Roedean unique.

Roedean is at a very exciting time in its development, with innovation, growth and the continued development of first-class facilities at the heart of our plans. We welcome your interest in being part of our continuing journey.

The Admin Officer will support the Head of Alumnae and Development with communications, database management, careers support and events. The successful candidate will have excellent IT and communication skills and experience of maintaining a contacts database. Knowledge of alumnae relations and fundraising in schools would be an advantage.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

Please download an application pack from our website (www.roedean.co.uk/Vacancies) or contact Louisa Butler via vacancies@roedean.co.uk.

Closing date: 9am, 26 May 2022. Due to the need to appoint quickly we reserve the right to interview and appoint at any stage of the process.