

ROYAL GRAMMAR SCHOOL

Newcastle upon Tyne

Marketing and Admissions Lead Required as soon as possible

RGS proudly attracts high calibre applicants from across the region for our finite number of school places. From Hartlepool, Carlisle to Berwick (and anywhere in between) successful applicants are talented, socially diverse students, who all thrive in our fast-paced academic setting. Our Marketing and Admissions cycle is currently supported by a broad range of colleagues working in academic, pastoral and operational roles across the school. Each give invaluable expertise but only dedicate part of their time to the recruitment of students; our only colleague solely dedicated to this function is our Head of Admissions.

Looking ahead to potentially more challenging times for admissions for all independent schools, we are investing in this function with this new role, in order to maintain both the academic calibre and broad social diversity of our school. The postholder will provide a vital leadership role, both coordinating all marketing and admissions activities and colleagues involved, and providing new capacity, particularly needed in our admissions marketing.

We are seeking an experienced, confident and proactive team-player with strong organisational and interpersonal skills who is able to develop and maintain productive working relationships with all key stakeholders in particular colleagues, partners and prospective families. The postholder will prioritise relationships through the admissions journey, so that all applicants leave our process feeling it has been handled with humanity, transparency and the applicants' wellbeing of the upmost priority.

Hours: 37.5 hours/week, 8.30am-4.30pm Monday to Friday throughout the year + key admissions/role events.

Salary: In the range of 48k- 52k gross per annum. Actual salary will be dependent on skills and experience offered by the successful candidate

Excellent benefits available – please refer to our job information pack for full details

RGS is proud to be an equal opportunities employer, and all qualified applicants will receive consideration for employment regardless of neurodivergence, age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. Whilst all applications are considered on merit, we would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in our staff community. We are committed to safeguarding and promoting the welfare of children and young people, and we expect all staff to share this commitment. All posts are subject to pre-interview referencing, internet searches and pre-employment checks including an enhanced DBS check with children's barred list check and other appropriate checks.

CLOSING DATE

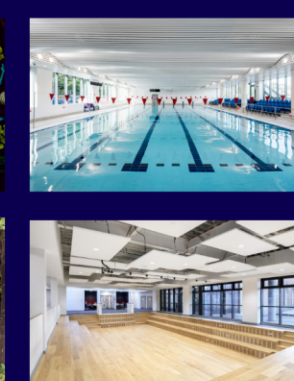
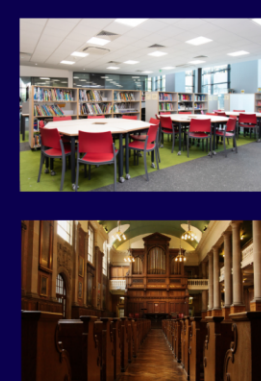
9.00am Thursday 8th May 2025

TO APPLY

For full details please see www.rgs.newcastle.sch.uk/join-us/work-with-us

CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne NE2 4DX



@RGS Newcastle