

OXFORD HOUSE SCHOOL
2-4 Lexden Road
Colchester
Essex
CO3 3NE



Application Guidance

Thank you for your interest in the position of Marketing and Registrar at Oxford House School.

This is a small school which was founded in 1959. The child centred learning of the Montessori Method is applied throughout our lower school. We have about 150 pupils in total; we take girls and boys in roughly equal proportion. Our pupils usually start with us aged two and a half to three years in Nursery 1 (half day), and most of these pupils move by the age of four to the full day Nursery and from there, progress through the school.

We are part of the Cognita Group which is an international family of schools in the UK, Europe, Latin America and Asia.

Please download an Application Form and Job Description for the post, which will give you more information about the job and the type of person we are looking for to fill the position. We require an Admissions and Marketing person to join our team. You should be welcoming, professional and possess a calm and friendly manner. Previous Communications, Social Media, Marketing, PR and Digital experience is essential as is the ability to prioritise. Hours of work are term time plus six weeks during school holidays, to be mutually agreed.

Along with your Application Form, please attach a letter of application giving further details of experience which may be relevant to this post.

Completed application forms should be sent to Mrs S Leyshon at the school address, to reach us by the closing date of midday on Friday 27th July 2018. CVs will not be accepted. Applications will also be accepted by email but these will need to be signed at the interview stage – info@oxfordhouseschool.net

We envisage that the interviews will take place during the week commencing Monday 6th August 2018. Should you be successfully shortlisted, we will contact you to invite you to attend. Please provide an appropriate contact number on the application form.

Visits to the school are welcome; please telephone for an appointment.

We look forward to receiving your application in due course.

Mrs Sarah Leyshon
Headteacher