

WE ARE HIRING



ADMISSIONS & MARKETING OFFICER

Are you passionate about working in a highly respected, forward-thinking and dynamic Prep School environment?

We are looking for a committed and enthusiastic Admissions & Marketing Officer to join our team from January 2026.

This is a permanent part-time position, working 0.4 FTE (approximately two days per week).

The candidate must have the ability to build professional relationships thereby driving pupil recruitment, as well as willingness to fully participate in the wider School life and to be flexible with working hours.

Please apply by application form, supporting letter and CV, giving names and addresses of two referees to: The Bursar, Wilmslow Preparatory School, Grove Avenue, Wilmslow, SK9 5EG.

Further particulars may be obtained from Miss Kendal, School Secretary, by phone: 01625 524246, or by email: secretary@wilmslowprep.co.uk

Wilmslow Preparatory School is an equal opportunities employer. We are also committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with former employers and full DBS.

Charity No. 525924

You can view the application form [here](#).

Closing date: Thursday 2nd October 12 noon

Interviews: Wednesday 8th October