



Twyford School



TWYFORD SCHOOL, WINCHESTER, HAMPSHIRE, SO21 1NW

Tel: 01962 712269 www.twyfordschool.com

IAPS co-educational day/boarding school

Commercial and Lettings Manager

Twyford School is a successful co-educational, independent day and boarding prep school for pupils aged two to thirteen. Situated in the village of Twyford, near Winchester, the School is set within a truly enviable position of 23 acres of mature grounds, with a beautiful Queen Anne country house as its centrepiece. Surrounded by stunning Hampshire countryside, the School prides itself on being one of the oldest prep schools in the country.

If you have an interest in maximising opportunities, this newly created position brings many rewards and an exciting opportunity to join a small team of dedicated professionals. The main aim of the role is to promote awareness and lettings of the School's facilities both in term time and in the holidays. Advertising, developing and promoting the usage of our extensive grounds and facilities, you will be building an extensive network of contacts and be responsible for booking in and overseeing events and lettings.

The successful applicant will be outgoing, professional, and approachable and will be looking for a role they can make their own.

Core hours:

Permanent, part-time. 16 hours per week year-round with an occasional requirement to work evenings or weekends to support School events and lettings.

Salary:

£28,000 per annum pro-rata

(actual salary: £11,200 plus commission on profit for events outside of term-time sourced and arranged by successful applicant).

Further details may be found on the website: www.twyfordschool.com

The closing date for applications is 12 noon on 5 November 2021.

This vacancy may close prior to the stated date and interviews will take place as a suitable field of candidates is obtained. Early submission of applications is recommended.

Twyford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). It is an offence to apply for this post if the applicant is barred from engaging in regulated activity relevant to children.