



TUDOR HALL

Development, Alumnae and Admissions Officer Advertisement

Tudor Hall are seeking a Development, Alumnae and Admissions Officer to provide support to a thriving, busy department.

The main responsibilities of this role include a significant contribution to the ongoing administration of the Development and alumnae relations office, as well as, supporting the Registrar and ensuring that the Admissions and Marketing Office is covered throughout the year.

The role is full time, 37.5 hours a week and will be evenly split between the Development Office and Admissions. Development and Admissions events frequently take place on a Saturday during term time and time in lieu may be taken in agreement with the Headmistress.

Tudor Hall is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure and Barring Service.

Tudor Hall committed to providing a mutually respectful, safe and happy environment, where everyone can thrive and meet their full potential and where diversity is celebrated.

Application Process:

Please send a covering letter addressed Ms Julie Lodrick, Headmistress summarising your suitability for the post along with the completed application form to recruitment@tudorhallschool.com.

The closing date for applications is 11:00 Monday 18th August 2025. Interviews will take place on Thursday 21st August 2025.

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