

Roedean

An independent 11-18 girls' day and boarding school in Brighton

Required as soon as possible

External Lettings Co-ordinator

At Roedean, we are dedicated to providing a world-class education that inspires and empowers girls aged 11-18 to achieve their full potential. Our stunning cliff-top location overlooking the sea, combined with our rich heritage and commitment to academic excellence, makes Roedean a truly unique and inspiring place to learn and work. We are proud of our inclusive and supportive community where every student is encouraged to pursue their passions and develop the skills they need for future success.

The External Lettings Co-ordinator will manage and ensure a high-quality service for external lets, as well as account for all paperwork and develop new lettings opportunities where possible.

The successful candidate will have commercial acumen, outstanding interpersonal skills and demonstrable financial skills including budgeting, financial control and procurement plus the ability to work flexibly.

Hours: 2-3 days per week, term time plus two weeks of holiday time plus 3 – 5 days per week for 6 weeks at the start of the summer holidays (42 weeks in total).

We welcome your interest in being part of our journey at a time of continued development.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

Please download an application pack from our website (www.roedean.co.uk/Vacancies) or contact Louisa Butler via vacancies@roedean.co.uk. Please note we do not accept CVs.

Closing date: 9am 14 August 2024.

Due to the need to appoint quickly we reserve the right to interview an appoint at any time.