



# INSPIRATIONAL Box Hill School

INDEPENDENT CO-EDUCATIONAL BOARDING & DAY SCHOOL FOR 425 PUPILS  
AGED 11 -18

**REQUIRED September 2018 or January 2019**

## **International Study Centre Commercial Director and Programme Manager**

Box Hill School is a co-educational community of 425 girls and boys aged 11 to 18, whose educational ideals and practice are designed to get the best out of each student. The school follows the philosophy of Kurt Hahn, founder of Gordonstoun in Scotland: while placing academic work at the heart of a school, Hahn stressed the importance of an all-round education as a preparation for life. There are around 150 boarders who live on site.

We are seeking to appoint a well-qualified and experienced full time Commercial Director and Programme Manager of our International Study Centre. This person will have the responsibility for developing and diversifying our range of programmes to appeal to international boarders from across the globe. The successful candidate will have as a large part of their remit the requirement to travel and recruit boarders to Box Hill School. It is envisaged that this will incorporate about one third of the commitment. The right candidate will have a clear vision of how to maximize boarding recruitment across the whole school and how to ensure that our International Study Centre is relevant for the marketplace.

We aim to appoint colleagues who will involve themselves whole-heartedly within our community.

**Apply by:** Wednesday 13 June 2018 by 9am  
**Job start:** September 2018 or January 2019  
**Location:** Surrey  
**Contract type:** Full time  
**Contract term:** Permanent

**For more information on the position and to request an application**

**pack please contact:** Maggie Lawrence  
e-mail: [maggie.lawrence@boxhillschool.com](mailto:maggie.lawrence@boxhillschool.com)  
Tel: 01372 385072

**Completed applications along with a formal letter of application  
should be e-mailed or sent to:**

Maggie Lawrence  
Box Hill School, Old London Road, Mickleham, Dorking, Surrey, RH5 6EA

*Box Hill School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers and visitors to share our commitment. We are an equal opportunities employer and the successful candidate will be expected to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*

Box Hill School, Mickleham, Dorking, Surrey RH5 6EA

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