



**Job Description:** Marketing & Communications Coordinator (Maternity Cover)

**Terms & Conditions:** Fixed term contract  
Full time 35 hours a week, 9.00am - 5.00pm  
(Occasional unsocial hours may be required for evening and weekend functions. Appropriate notice will be given and time off in lieu arranged). Annual leave entitlement 25 days (pro rata).

**Salary:** £25,000 per annum

**Responsible to:** This role reports to the Marketing Manager.

### **Scope of role**

This role will primarily support the Marketing Manager in the delivery of the school's Marketing and Communication Strategies. The role will also be responsible for identifying, securing and managing external lets for school venues reporting to the Head of Operations.

### **Main responsibilities**

- Working with the Marketing Manager to update and maintain the School's online media presence (including Alumnae website)
- To assist with the collation and delivery of school publications
- To ensure school branding is consistent across all printed and online material and to assist with production of branding and signage as appropriate
- Gather and edit material for Marketing and PR purposes
- Liaise with the Head of Communications, staff and pupils regarding news and events
- Supporting the Head of Communications with event management for all major School, Alumnae, Legator & Donor events
- To be frontline in Alumnae, Legator & Donor communications
- Management and promotion of external lettings and liaising with the School Keepers to ensure all school events are adequately supported
- Promoting a positive and effective team environment working closely with all other members of the department to deliver the Marketing and Communications Strategy.
- Such other duties associated with the above tasks as may be reasonably required

## **Key skills and experience:**

### **Essential**

- Excellent IT skills
- Excellent written and verbal skills
- Excellent interpersonal skills
- Tact, diplomacy and confidentiality
- Able to work on own initiative and as a member of the team, often under pressure
- Strong attention to detail

### **Desirable**

- Knowledge of working with Social Media
- Understanding of Content Management Systems

### **Equal Opportunities**

It is the policy of the school to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender, medical condition or disability.

### **Child Protection**

*All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact and to adhere to and ensure compliance with the school's Child Protection Policy at all times.*