

JOB TITLE: **MARKETING AND ADMISSIONS EXECUTIVE
BASED AT CHINTHURST SCHOOL**

REIGATE GRAMMAR SCHOOL GROUP JUNIOR SCHOOLS **INFORMATION FOR CANDIDATES**

Role commences: **As soon as possible**





REIGATE GRAMMAR SCHOOL JUNIOR SCHOOLS

Reigate Grammar School was founded in 1675 and for 350 years, young people have been educated on the same site, in the heart of Reigate.

Over the years, the Reigate Grammar School Group has grown and is currently made up of six coeducational day schools in Surrey (a senior school and three junior schools) and an expanding portfolio of schools internationally.

Reigate Grammar School (RGS) for ages 11 to 18 years – RGS is a leading independent day school, part of the Headmasters' and Headmistresses' Conference (HMC), offering a broad and balanced education to over 1,050 students.

The school emphasises academic excellence alongside the arts, sports, and extracurricular activities. The House system fosters teamwork, leadership, and personal growth. The elective curriculum allows students to explore subjects beyond the core, and it has been recognised as a global pioneer in High Performance Learning, promoting intellectual freedom and innovative pedagogy.

Academic outcomes are outstanding, with 90% of GCSE grades at 9-7 and 97% of A-Level grades at A*-B in 2024. RGS students progress to top universities, including Oxbridge and Russell Group institutions. The school has earned numerous accolades, including The Sunday Times' Independent Secondary School of the Year for 2025.

Shaun Fenton, Headmaster, acknowledged as one of the outstanding educational leaders in this country, was elected Chairman of HMC in 2018-2019 and most recently awarded an OBE by Her Majesty the Queen for Services to Education.

RGS Surrey Hills (RGSSH) for ages 11 to 18 years - a welcoming and inclusive day and boarding school set in a beautiful location just 15 minutes from Reigate. Formerly known as Box Hill, the school joined the RGS Group in June 2025 under the new name of RGS Surrey Hills. This represents a new chapter for the school and brings choice, flexibility and opportunity for local families. RGSSH nurtures confident, compassionate young people with a strong sense of purpose and shares the values and ethos of the schools within the RGS Group.

Reigate St Mary's Preparatory and Choir School (RSM) for ages 2 ½ to 11 years – RSM was founded in 1950 to educate choirboys from St Mary's Church in Reigate. It became a junior school of RGS in 2003 and is set on a 15-acre site close by which features modern facilities, playing fields, nature areas, and a Forest School.

Typically, 80- 90% of its 400 pupils move on to RGS, while others attend top senior schools. The school fosters a warm and caring environment, encouraging children to develop confidence, resilience, and creativity.

With a growth mindset approach, RSM emphasises Education for Social Responsibility (ESR) and sustainability. They were a 2024 finalist for an Excellence in Sustainability award in recognition of this.

RSM prioritises investment in technology, with an IT Lab, Mac Suite, and a Lego robotics team that has been a UK finalist in worldwide competitions. The school offers extensive sports facilities, over 70 extracurricular clubs, and a strong performing arts programme, with numerous productions, music ensembles, and community performances.

The thriving Early Years and Lower School classes were shortlisted for Independent Pre-Prep of the Year in 2024.



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Chinthurst School, Tadworth for ages 2 ½ to 11 years - founded in 1908, Chinthurst became a junior school of RGS in 2017. Based in Tadworth, close to Epsom, Banstead and Kingswood, the school educates around 300 children and typically, 60-70% progress to RGS, while others join top independent and state schools both locally and further afield.

Chinthurst provides a broad, enriching education in a nurturing and supportive environment, ensuring children feel happy, safe, and resilient. Its bespoke wellbeing programme, Wellbeing at Heart, equips pupils with skills to manage challenges and was recognised as a finalist for Independent School of the Year for Wellbeing in 2022.

Sport is a key aspect of school life, with pupils selecting sports based on interest rather than gender norms. This inclusive approach earned Chinthurst the Independent School of the Year for Sporting Achievement award in 2022. A strong extracurricular programme offers various clubs, from dance to martial arts.

The nursery and Lower School, shortlisted for Independent Pre-Prep of the Year 2024, focus on creative and outdoor learning, including STEAM, cookery, and forest skills. Music, drama, and art are also highly valued, with pupils excelling in LAMDA exams and winning international art competitions.

Micklefield School, Reigate for ages 2 ½ to 11 years - founded in 1910 in Reigate, Micklefield moved to its current site on Somers Road (just two minutes from Reigate station) in 1925. Over the years, it has expanded to include a highly successful nursery, a large gym, outdoor play areas, and access to a five-acre sports field. The original buildings remain central, housing classrooms, an art and design studio, a science room, and a music suite. In June 2024, Micklefield became a junior school of RGS.

The school is built on values of Kindness, Respect, Resilience, and Responsibility, fostering a nurturing community. A broad curriculum encourages creativity, initiative, and engagement with the wider world. Sport plays a vital role, alongside a strong extracurricular programme featuring chess, LEGO programming, and current affairs. Micklefield's outstanding music, drama, and art provision earned it recognition as a Finalist for Independent School of the Year 2023.

Micklefield is committed to ensuring pupils move on to RGS or other top senior schools through a personalised approach focused on finding the right fit.

St Christopher's School, Epsom for ages 2¾ to 7 years - founded in 1938 and proudly part of the RGS Group since 2025, St Christopher's is an award-winning independent Nursery and Pre-Prep school located in the heart of Epsom. Welcoming children from 2¾ to 7 years old, the school offers a joyful and aspirational start to education, specialising in Early Years and Pre-Prep provision.

With around 160 pupils, St Christopher's fosters a warm, family-oriented atmosphere where every child is known, valued, and encouraged to flourish. The school's ethos is rooted in happiness, creativity, and curiosity—values that underpin a vibrant and forward-thinking learning environment.

Children benefit from specialist teaching in art, music, languages, and sport, alongside a rich and stimulating curriculum that blends tradition with innovation. Outdoor learning is a key feature, supporting personal development and emotional wellbeing. At St Christopher's, children are nurtured to become confident, independent thinkers who are kind, curious, and well-prepared for the next stage of their educational journey.

RGS, RSM, Chinthurst, Micklefield and St Christopher's are rated Excellent in all areas by the ISI 2023.



JOB DESCRIPTION

The Marketing and Admissions Executive will be a key member of the RGS Junior Schools Marketing and Admissions team, supporting the junior schools' strategic goals by driving brand awareness, engaging with prospective and current families, and helping to ensure a seamless admissions journey. The successful candidate will contribute to digital marketing, social media, content creation, website management, event coordination, and admissions communications. The job will be based mainly at Chinthurst School but with flexibility to work across all sites if needed.

This position is mainly term time with some additional flexible days to work across the school holidays.

QUALITIES OF THE IDEAL CANDIDATE

The ideal candidate will be:

- A proactive self-starter with the creativity and efficiency to manage multiple projects effectively.
- Passionate about education and school communities, with an understanding of how to communicate school values effectively.
- Highly organised and detail-oriented, ensuring accuracy and high standards in all work.
- A strong communicator and team player, capable of working closely with different departments and external stakeholders.
- Confident with digital marketing, always staying ahead of trends and best practices.
- Warm and engaging with the ability to build rapport with prospective families, make them feel welcomed and guide them through the admissions process.

KEY RESPONSIBILITIES

Digital Marketing

- As the schools' storyteller, develop and execute a comprehensive content plan to showcase the breadth of school life via the schools' websites and social media channels.
- Maintain and update website content, ensuring accurate representation of events and key messages.
- Ensure the websites are search engine optimised for maximum online visibility.

- Support the RGS Junior Schools Head of Marketing and Admissions in planning and executing paid social media and digital advertising campaigns.
- Draw together news to create a weekly roundup of school stories and key messages for stakeholders.
- Track key marketing and website analytics, providing reports to the RGS Junior Schools Head of Marketing and Admissions.
- Utilise Canva and the Adobe Creative Suite to ensure the content is creative and engaging for all stakeholders.

Photography and Multimedia

- Capture and edit photos and videos to be used in daily social media posts and website stories.
- Manage and store photography assets, ensuring images are catalogued and readily available.
- Coordinate professional photography and videography sessions for marketing needs.
- Maintain and update photographic consent lists.
- Maintain stock of marketing collateral and assist in the annual rewriting and refreshing of content.

Admissions

- Provide a warm and friendly point of contact for prospective families.
- Confidently tour families, promoting the schools' key messages and being responsive to their needs.
- Promote key events through social media, email marketing, and website updates.
- Create and deliver engaging content to prospective families in the pipeline.
- Play an active role in the on-boarding process.
- Assist in managing databases and CRM systems to track and communicate with prospective parents.
- Work closely with the Marketing and Admissions team to ensure the smooth running of admissions events including open mornings, transition sessions and PR functions.
- Ensure event branding and marketing materials are prepared and displayed effectively.
- Support the wider school team with marketing and admissions-related requests.



JOB DESCRIPTION CONTINUED

ESSENTIAL SKILLS AND QUALIFICATIONS

- Experience in marketing, digital marketing, or a similar role.
- Strong writing and communication skills, with the ability to adapt tone for different audiences.
- Creative thinker with ability to bring fresh ideas to marketing campaigns and a flair for design.
- Strong organisational skills, with the ability to manage multiple projects and deadlines effectively.
- Excellent attention to detail, ensuring accuracy in content creation, proofreading, and event coordination.
- Ability to work independently, take initiative, and collaborate effectively within a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Confident with being in a people facing role and building relationships with prospective families.

DESIRABLE SKILLS

- Photography and video editing skills to capture engaging content.
- Experience in website content management systems.
- Proficiency in social media (Instagram and Facebook) with ability to make creative posts and reels.
- Video editing skills (i.e. Canva, Cap Cut, iMovie, Instagram Reels).
- Design skills i.e. Canva and Adobe Creative Suite (Adobe Express, Photoshop, InDesign, etc).





FURTHER INFORMATION

TERMS AND CONDITIONS

- The full-time equivalent salary range for this role is £26,000-£30,000; this will be pro-rated to term time plus agreed extra weeks in the school holidays.
- Non-teaching staff are remunerated according to our own salary scales. Salary will be commensurate with qualifications and experience.
- Employees are entitled to join the School's relevant workplace pension scheme.
- Lunch is provided free of charge.
- All staff have access to the school swimming pool and fitness room at RGS at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a **'Suitability to work with children: self-declaration form'**. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and

difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by **9.00am on Monday 25 August 2025** at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resources and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org



SCHOOL LOCATIONS



Reigate Grammar School

Reigate Road
Reigate, Surrey
RH2 0QS

01737 222231



Reigate St Mary's

Chart Lane
Reigate
Surrey
RH2 7RN

01737 244880



Chinthurst School

52 Tadworth Street
Tadworth
Surrey
KT20 5QZ

01737 812011



Micklefield School

10 Somers road
Reigate
Surrey
RH2 9DU

01737 224212



St Christopher's School

6 Downs Road
Epsom, Surrey
KT18 5HE

01372 721807

