



**BURFORD
SCHOOL**
FOUNDED 1571



JOB INFORMATION

Administrator with Responsibility for Educational Visits & Marketing

APPLICATION DEADLINE: 12.00 pm Monday 13 April 2026



Burford School has been delivering an excellent education for over 450 years. Today, we continue to offer the best of education to day and boarding girls and boys, aged 11 to 18 years old.

We know our students will need superb academic foundations to flourish in the future, and we support each one to reach for their very best. We consistently achieve outstanding examination results, well above national and Oxfordshire figures. We are proud that a high proportion of students go on to university, including Oxbridge; secure competitive apprenticeships at companies including BMW Group and JP Morgan; and enter dream careers in performing arts to forensic science or physiotherapy. In our Learning Zone, we tailor learning to enable all students to reach their full potential. While outside of the classroom, our renowned Burford Institute of Music and Athletic Foundation support them to excel.

To achieve the most from life, our students will also need character. From sport, music, conversational Chinese, chess, Young Enterprise, drama and the Duke of Edinburgh's Award, we offer over 35 activities and clubs, with every student encouraged to participate. Through these experiences and the many trips and enrichment opportunities we provide, our young people develop resilience, commitment, problem-solving and communication skills they can use long after they leave us.

With our history to guide us, we teach our students traditional values and the importance of respect. We prepare them to meet 21st-century challenges and equip them with the tools to build happy and successful lives. Sometimes, we know, young people need extra support. Our large and experienced Pastoral Team works tirelessly to ensure that all students have the foundations to thrive while at Burford School.



Vision

We are fortunate to enjoy 40 acres of Cotswold countryside on site, and we make the most of our idyllic setting on the edge of the bustling historic market town of Burford.

We look forward to meeting you soon.

Mr Albrighton

Headteacher of Burford School



Our ethos is to provide the **'best of education'** to our students, supporting them to achieve excellent academic results, while not compromising on their enrichment and care.

Our core values are:

Respect

Inclusive, Sustainable, Community-led

We empower our students to respect one another and themselves.

Participate

Inspiring, Enriching, Diverse

We encourage our students to participate in a broad range of opportunities, whatever their interests or skills.

Reach

Ambitious, Bespoke, Nurturing

We support our students to reach to be the best versions of themselves.



THE ROLE

Salary: Grade 6, points 8 – 13, £22,969 – £24,887 pro-rata (£26,824 - £29,064 FTE)

Contract: Term time (38 weeks) plus 5 additional days

Term: Permanent

Hours: 37 hours per week

Starting date: 1st June 2026

Reporting to: HR Manager

We are seeking an organised, creative and proactive Administrator to join our team in a unique dual-role position combining:

Educational Visits Co-ordination
Marketing & Communications

This is an exciting opportunity to play a key role in both enriching student experiences and promoting the life of the school.

About the Role

You will:

Coordinate Educational Visits

- Oversee the planning and approval of all school trips
 - Ensure visits are safe, compliant, and well-organised
- Support staff with logistics, risk assessments, and documentation

Lead Marketing & Communications

- Manage the school website and social media channels
 - Produce engaging content including newsletters and promotional materials
- Support events such as Open Days and community activities



- Celebrate student success and school achievements
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About You

We're looking for someone who is:

- Highly organised with excellent attention to detail
- A confident communicator with strong writing skills
- Digitally confident (Microsoft Office, social media, web platforms)
- Creative, proactive, and able to use their initiative
- A strong team player with a flexible approach

Enthusiastic about supporting school life beyond the classroom

Experience in administration, marketing, or education is desirable.

Join a supportive school community built on **Respect, Participate and Reach**.

Burford School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

As part of the vetting procedures, shortlisted candidates will be subject to an online search. This isn't part of the shortlisting process, and there will be a chance to address any issues of concern at interview.



Job Purpose

This is a dual-role position, split equally between Educational Visits Co-ordination and Marketing & Communications.

The postholder will:

- Ensure the safe, compliant, and effective planning and delivery of all educational visits

Support and deliver a high-quality marketing and communications function, promoting the school's ethos, achievements, and community engagement

The role plays a key part in ensuring the school's values of Respect, Participate, Reach are reflected in both its public presence and enrichment opportunities.

Key Responsibilities

Educational Visits Co-ordinator

Act as the school's Educational Visits Co-ordinator (EVC) in line with national guidance

- Oversee the planning, approval, and monitoring of all school trips and visits
- Undergo specific training for the EVC role and maintain currency with that training thereby ensuring that school trips remain legal and within the HSE guidelines
- Ensure all visits meet safeguarding, health & safety, and risk management requirements
- Support staff in organising visits, including:
 - Risk assessments
 - Trip documentation
 - Transport and logistics
- Maintain accurate and up-to-date records of all visits including any lessons learnt and any accident/incident reports
- Liaise with external providers and venues
- Ensure compliance with relevant policies and statutory guidance
- Deliver or coordinate training and guidance for staff leading trips
- Monitor and evaluate visits to support continuous improvement

Marketing & Communications

Strategic Support

- Support delivery of the school's marketing and communications strategy

Promote the school's achievements, values, and community engagement

Content & Communications

- Manage and update the school website, ensuring content is current, accurate, and engaging
- Assist in producing the fortnightly school newsletter where required
- Develop and maintain a strong social media presence (e.g. Facebook, Instagram, LinkedIn)

Write and edit content for a range of audiences, including parents, prospective families, and the wider community



Branding & Publications

- Assist in the design and production of:
 - Promotional materials
 - Event communications
 - Print and digital content

Ensure all materials are consistent with the school's brand and values

Events & Promotion

- Support the organisation and promotion of key school events (e.g. Open Days, Business Breakfasts)
- Attend events (including occasional evenings/weekends – TOIL provided)

Capture events through photography and/or video

Media & External Relations

- Develop relationships with local and regional media
 - Assist with press releases and external communications
 - Maintain and organise the school's digital media library
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General Administration

- Provide efficient and professional administrative support as part of the Admin Team
 - Manage correspondence and respond appropriately to enquiries
 - Support wider school operations as required
 - Maintain confidentiality and professionalism at all times
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Professional Responsibilities

Promote and safeguard the welfare of children and young people at all times.

Demonstrate a strong commitment to equality, diversity and inclusion.

Participate fully in the School's performance development process.

Maintain up-to-date professional knowledge, including engagement with relevant training.

Contribute positively to the wider life and ethos of Burford School.

Comply with reasonable requests from the Headteacher commensurate with the grade of the post.

Enhanced DBS clearance is required.



Person Specification

Qualifications

Essential

- GCSEs (or equivalent) including English and Mathematics
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Experience

Essential

- Administrative experience

Experience of working with digital systems and content

Desirable

- Marketing or communications experience
- Experience in an educational setting

Experience of coordinating events or visits

Knowledge & Skills

Essential

- Excellent ICT skills (Microsoft Office and digital platforms)
- Strong written and verbal communication skills
- High level of attention to detail and proofreading ability

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Personal Qualities

- Professional, reliable, and adaptable
 - Positive, enthusiastic, and resilient
 - Strong interpersonal skills and ability to build relationships
 - Discreet and trustworthy
 - Willingness to support school events beyond core hours
 - Good sense of humour
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School Values

All staff are expected to uphold and promote the school's core values of **Respect, Participate and Reach**, supporting a culture where every member of the school community is valued, encouraged to engage fully in school life, and supported to achieve their potential.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced **DBS check** and comply with the school's safeguarding policies.

Equality, Safeguarding & Compliance Statement

Burford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The School is committed to equality of opportunity and to fostering a culture consistent with its values of **Respect, Participate and Reach**.

Reasonable adjustments will be made to enable individuals with disabilities to carry out the duties of the role.





Working at Burford

Burford is an oversubscribed school, situated in an area of outstanding natural beauty. It is an excellent school, with a superb environment for learning and priority given to teacher development. Our aim is to recruit colleagues who will be stimulated by the prospect of working hard to share in our success.

Visits to the school are warmly welcomed so you can see for yourself what makes Burford School such a special place to work – please contact Mrs Evans, HR Manager, to arrange this.

Additional Staff Benefits

- Supportive continuous professional development and growth opportunities
- Health and wellbeing support including access to an employee assistance programme, free flu vaccinations and a subsidised Healthcare Plan
- Local Government pension scheme membership
- The school is located within a short walk of a picturesque Cotswold town

As we are a heavily oversubscribed school, children of staff have priority for admission to Burford School.

* Please see relevant Admissions Policy on the school website.



HOW TO APPLY

Applications should be made by way of the Burford School application form. We are happy to accept a CV that accompanies an application form but cannot accept a CV alone.

If you are applying from outside the UK please contact us prior to applying.

Please download job details and an application form from our TES page: [Administrator with Responsibility for Marketing and Educational Visits, Burford School, Cheltenham Road, OX18 4PL - Tes Jobs](#)

or

Contact Mrs S Evans, HR Manager, at the following email address:

s.evans@burford.oxon.sch.uk

Application deadline: **Monday 13 April 2026 (12.00 pm)**



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www.burford.oxon.sch.uk

Burford School, Cheltenham Road, Burford, Oxfordshire, OX18 4PL

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