



CATERHAM
SCHOOL

MARKETING & ADMISSIONS ASSISTANT

Full time, permanent role
52 weeks per year
To start: ASAP



Tes Schools Awards 2023

Winner

Independent Senior School of the Year



ABOUT CATERHAM

Caterham is consistently recognised as one of the leading co-educational schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence.

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic achievement alone: it is also about developing a passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond, and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others.

Caterham School's Summer School offers a truly global experience for students aged 11–17, combining academic challenge and excellence with cultural enrichment and adventure. Our flagship EDGE Programme is unique to Caterham and focuses on developing future-ready skills such as critical thinking, creativity, communication, and digital literacy. Students explore Artificial Intelligence, tackle real-world projects, and build confidence through leadership and problem-solving activities. Alongside EDGE, we offer Oracy (public speaking and debate) and EAL (English language) courses, complemented by sports academies, cultural excursions, and outdoor learning.



CANDIDATE PROFILE AND RESPONSIBILITIES

The Marketing and Admissions Assistant will play a key role in supporting the successful delivery of Caterham School's International Summer School programmes. Working closely with the Summer School and Holiday Programme Manager, this role will focus on marketing, communications, and admissions processes to ensure a smooth and professional experience for students, parents, and agents worldwide.

Key Responsibilities:

Marketing & Promotion

Assist in implementing the Summer School marketing strategy in collaboration with the Summer School Manager and Marketing team.

Responsible for the production and distribution of promotional materials (digital and print), ensuring brand consistency and adherence to brand guidelines.

Maintain and update Summer School content on the website and social media platforms.

Support the creation of engaging content (posts, stories, videos) to showcase the Summer School experience, including EDGE highlights.

Monitor marketing analytics and report on campaign performance.

Liaise with external agencies and internal teams for advertising and design requirements.

Understand and promote the key attributes and qualities of Caterham School, appreciating that the Summer School is a potential introduction to the senior school for families.

Admissions & Customer Service

Manage enquiries from parents, guardians, and agents promptly and professionally via email, phone, and online platforms.

Process applications, ensuring all required documentation (forms, deposits, English language test results) is complete and accurate.

Maintain admissions records and databases, ensuring GDPR compliance.

Liaise with the Main School Admissions team to facilitate lead sharing and ensure a supported transition for summer students interested in permanent enrollment.

Assist with visa support documentation and travel arrangements where required.

Communicate regularly with families and agents regarding application status, payments, and pre-arrival information.

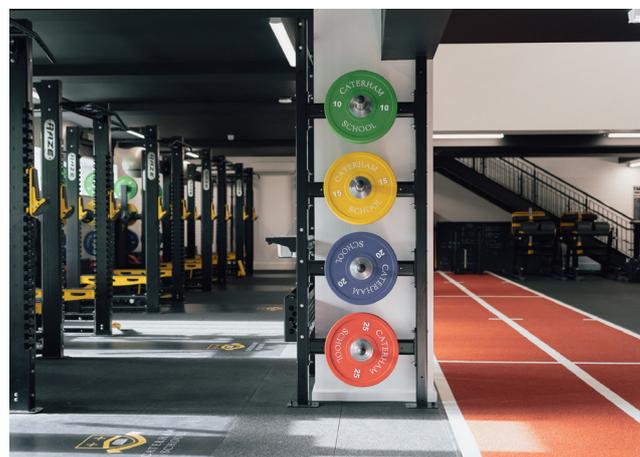
Support the Manager in ensuring appropriate student mix (age, gender, nationality) across programmes.

Operational Support

Prepare welcome packs and pre-arrival communications for students and families.

Assist with logistics for airport transfers and excursions as needed.

Provide administrative support during peak periods, including check-in and registration days.



Wellbeing Award
for Schools



2019-2022

SKILLS & EXPERIENCE

Strong organisational and administrative skills with attention to detail.

Excellent written and verbal communication skills.

Customer-focused approach with a professional and friendly manner.

Ability to manage multiple tasks and deadlines in a fast-paced environment.

Competence in Microsoft Office and familiarity with CRM systems.

Experience in marketing and/or admissions within an educational or hospitality setting (desirable).

Knowledge of international student recruitment and safeguarding practices (advantageous).

Personal Attributes

Highly motivated and proactive.

Collaborative team player with a positive attitude.

Cultural awareness and sensitivity when dealing with international clients.

Flexible and adaptable to changing priorities.

TERMS & BENEFITS

We pride ourselves on the best support and care for our Academic and Professional Services staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.

Salary

Circa £30,000 per annum depending on qualifications and experience. Salaries are reviewed annually on 1st September.

Hours

This is a full time role 37.5 hours per week, Monday to Friday, 52 weeks, with a one hour unpaid break per day.

Annual Leave

Five weeks paid annual leave in addition to Bank Holidays pro rata.

There is a probationary period of 12 months and the appointment is subject to employment vetting checks including a satisfactory references and a Disclosure and Barring Service check.

Counselling and Legal Advice Service

A free, confidential 24 hour telephone service available 365 days per year.

Fee Remission

Discount available on school fees. Please contact the HR department for full terms and conditions.

Subsidised Sports Centre Membership

Subsidised Membership to Caterham School's Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes.

Pension Scheme

Professional Services staff are eligible to join a stakeholder pension scheme, this includes an employer's contribution of up to 10%.

Cycle Scheme and Tusker Car Scheme

A salary sacrifice scheme which provides vouchers available for a wide range of suppliers and includes e-bikes and accessories. Further details regarding the car scheme is available from the school.

Caterham School Benefit Hub

Offering a wide range of discounts across a wide range of global and national brands and local deals.

Health Cash Plan Scheme

Membership of BHSF Cash Plan Scheme, which reimburse bills for everyone healthcare treatments.



APPLICATION PROCESS

You can complete the application online via the school website at:

<https://www.caterhamschool.co.uk/about/careers/support-staff-vacancies/>

If you have any questions or queries, please contact Vicky Goodwin, HR Business Partner: hr@caterhamschool.co.uk or call 01883 343123

This appointment is to begin as soon as possible

The closing date for applications is 9:00am on Friday 30 January 2025.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Caterham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an enhanced DBS check.

Child Protection

The School is committed to safeguarding and promoting the welfare of children and the post-holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and will adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead. The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.





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