



Candidate Brief

**EVENTS &
COMMUNICATIONS
CO-ORDINATOR**



Milbourne Lodge School
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ABOUT US



Milbourne Lodge is a very energetic school which provides endless opportunities and variety. We have a reputation for academic excellence and strong traditional values. Every child is encouraged to build on their own particular talents and to discover new ones. We set the academic bar high, enjoy sport every day and value cross-curricular activities. We instil a sense of responsibility and good manners and nurture and develop children who are resilient, confident and prepared for the future.



An Independent Prep School for boys and girls aged 4 to 13, we are located in Esher, Surrey, with 8 acres of beautiful grounds and a mixture of traditional and modern facilities which make for a wonderful working environment.



THE ROLE

We have an exciting position for a **Communications and Events Coordinator**, playing an integral role in the brand management of the school.

The Communications and Events Coordinator will develop the school's communications and will implement the organic marketing strategy whilst simultaneously driving forward a dynamic social media and events presence to showcase the school. They will contribute towards all aspects of marketing at the school and will ensure all content aligns with the school's brand values, ensuring collateral is compliant with the brand guidelines.

The role will require attendance and operational input into key school events such as open days/speech days/internal school events.

The role will support the wider marketing strategy as set out by the Head Office POD Marketing Manager which should ensure the school is represented, in all mediums, in line with an agreed strategic positioning and clear ethos to ensure the maximum number of enquires and leads are provided to the admissions teams and drive the highest retention of existing students.

The role will also be responsible for creating 'special moments' that exceed customer's expectations – that delight and surprise – through communication and in-person events.



WE ARE THRILLED THAT YOU ARE INTERESTED IN JOINING MILBOURNE LODGE

To apply:

- Visit www.milbournelodge.co.uk to see more about our school
- Download and complete the school application form from the school website here:
<https://www.milbournelodge.co.uk/about-us/job-vacancies/>
- E-mail your completed application form plus a covering letter addressed to Mrs Judy Waite, Headteacher, to Mrs Rebecca Macefield, Operations Manager rebecca.macefield@milbournelodge.com
- You may also send an accompanying CV if you wish, however this must be in addition to our application form

Overview of employee benefits:

At Milbourne Lodge we offer a competitive salary and the following benefits;

- Contributory pension scheme
- Professional development
- School fees discount
- 25 days holiday plus bank holidays
- Cognita Care First – Employee Assistance Programme
- Lunch during term time
- Free onsite parking
- My Staff Shop – discounts for staff across a range of companies



NEXT STEPS

The closing date for applications is 9am on Monday 10th March 2023.

Interviews may take place before this date should an excellent candidate be identified early in the application process. Interviews will be arranged on application. Interested candidates are advised to apply as soon as possible.

Please do contact Mrs Rebecca Macefield if you have any questions.

We look forward to receiving your application.

Mrs Judy Waite
Headteacher



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Cognita Schools (Milbourne Lodge School) are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. All appointments are subject to an enhanced Disclosure and Barring (DBS) check. It is also essential and a mandatory condition of your employment that you undergo criminal, police or embassy record checks (as appropriate) for all countries, outside the UK, where you have lived and/or worked for 3 months or more in the last 10 years or where you have completed your teacher training (or relevant qualifications) if not in the UK.

