

October 2024

Dear Applicant,

Thank you for your interest in the post of **Communications, Marketing, Admissions & Administrator**

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Benefits at Godalming College
- Teacher pay scale

The application pack is available to download from the vacancies section of the College website https://www.godalming.ac.uk/Working_For_Us.html and as a hard copy from the HR Department – hr@godalming.ac.uk

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. If you would like further details the College's Safer Recruitment, Data Protection and Safeguarding and Child Protection policies are all available on our website.

Completing and returning your application

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

Please return your application form by e-mail as an attachment to hr@godalming.ac.uk

The closing date for receipt of applications is **Monday 14th October 2024 at 9am.**

Short-listing and interview arrangements

Since we may not be able to respond to all applicants, if you have not been contacted by **Friday 18th October 2024**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews w/c 21st October 2024 at the College and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young
Principal

Godalming College

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in December 2019. It was noted in that inspection that:

'Leaders support staff very well. They take the well-being and workload of their staff into account when determining new processes and policies. Staff benefit from extensive investment in professional development opportunities, which helps them develop both their subject and classroom skills. Staff are highly positive about working at the College.'

More recently in our 2022 Staff survey, 96.8% of staff said they were proud to be a member of staff at the College and 96.2% of staff would recommend working at Godalming College. The following quotes are from members of our current team:

'It is a supportive, positive, happy environment, which is great for both students and staff.'
'As a member of staff I am given autonomy but always know that guidance, direction and support is available'
'Senior Leaders do care and do consider staff welfare more than any other school/college that I have worked at.'

The College currently employs around 250 teaching and support staff on both a full and part time basis.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff in facilities that have seen major investment over many years.

The campus comprises of nine newer large buildings and our older main building, which was the original grammar school, built in the 1930's. Since the 2000s there has been a phased refurbishment and expansion of the College which included a new English and Modern Foreign Languages block, Media suite, netball and tennis courts and an 11 acre site for Rugby and Football pitches. We would invite you to take the virtual tour on our website to see for yourself the facilities of which we are so proud.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

The College year runs for a period of twelve months from 1st September-31st August although the official start of the Autumn term varies. In 2024, the Autumn Term began on 27th August for all staff.

Full-time teaching staff have a time-tabled teaching commitment of 23.5 hours plus almost 9 hours directed time per week. Part-time staff will normally be appointed for a pre-determined number of time-tabled hours with an additional proportionate directed time element. In addition, a teacher will be expected to work such additional hours as may be needed to discharge their duties effectively including, in particular, the marking of student work, the writing of reports on students, preparation of lessons, teaching material etc.

Teaching salaries are paid according to the Sixth Form College Teachers' pay spine and the Godalming College Single Leadership spine, depending on previous teaching experience. The Academy Trust Board reviews salary scales against any nationally determined pay agreements on an annual basis, the changes being implemented from 1st September. Incremental progression is subject to satisfactory performance review. The current pay spine is included in this application pack as is an infographic of the additional benefits we offer.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

The Communications and Marketing Department

The Communications and Marketing department are a dynamic and collaborative group of expert individuals who have their own areas of responsibility but work together as a brilliant unit.

This team plays a pivotal role in shaping the College's image and ensuring effective communication with all stakeholder groups, both internally and externally.

The department responsibility covers, but is not limited to:

- All externally-facing marketing campaigns and materials
- Governance over all communications tools and channels including the website
- Management of communications strategy and execution
- All mass communications
- Content creation
- School liaison
- End to end admissions process and associated events
- Staff events
- Student events
- Student Union/Clubs
- Staff training
- Curriculum administration
- Frontline communications (reception)

This team works closely with all areas of the College, with both staff and students, and enjoy being closely tapped into College life.

JOB DESCRIPTION

Job Title: Communications, Marketing & Admissions Administrator

Line Manager: Communications & Marketing Manager

Summary of Job

To provide a broad range of administrative support to the Communications, Marketing and Admissions team. This will involve being part of the team that provides a welcoming, friendly and efficient frontline customer service

Responsibilities

Communications

- To work with the Curriculum Assistant in maintaining the College Calendar and Communications Calendar.
- To support the Communications & Marketing Manager in collating and formatting outgoing communications and get SLT approvals before sending out.
- Support the Communications & Marketing Manager in the issuing of communications to specific audiences.

Marketing

- Support the Communications & Marketing Manager in organising Open Evenings, including resourcing, marketing materials, presentation prep, signage etc.
- Attend Open Evenings as a member of Support Team
- Support the Digital Marketing Officer in keeping the website up to date and correct.
- Support the Digital Marketing Officer in organising the refresh of website content eg photography and course videos.

Admissions

- Support the Admissions Manager in processing applications.
- Support the Admissions Manager in organising and attending School Liaison events.
- Support the Admissions Manager in organising Course Advice Sessions for prospective students, including School Liaisons, and staff resourcing.
- Support the Admissions Manager in organising 'Going to Godalming' days including staff resourcing, timetabling, communications.

Additional Responsibilities:

- To provide cover for Main Reception and Student Reception as required
- To support the wider team as and when required
- To occasionally attend key events out of hours eg Open Evenings, Concerts, performances etc.
- The Administrator will undertake other duties as agreed between the post-holder and Communications and Marketing Manager
- To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College policies.
- To do other tasks as reasonably requested by the Principal from time to time.

This job description may be varied according to the needs of the College from time to time.

PERSON SPECIFICATION FOR COMMUNICATIONS, MARKETING & ADMISSIONS ADMINISTRATOR

The successful candidate will have the following essential experiences, skills and qualities:

Qualifications

- General standard of education to A-Level or degree standard, including minimum of English and Maths at grade C/4 at GCSE/O Level

Experience and Skills

- Highly organised: demonstrated ability to manage a portfolio of activities
- Experience of analysing information and presenting reports in a clear and concise way
- Advanced IT skills with experience of Microsoft Office, including Word, Excel, Outlook, and PowerPoint along with proficient use of Teams and SharePoint platforms
- Excellent organisational skills: to be able to identify and prioritise work to meet deadlines
- Good interpersonal skills and ability to communicate effectively both verbally and in written correspondence
- Accuracy and attention to detail

Qualities

- Organised, professional, approachable and responsive
- Able to work with a broad range of people including staff, students, parents and those from other organisations
- Flexible and adaptable in response to managers' needs for support and different work methods
- Enjoys working as part of a team but can also work independently
- Ability to remain calm and decisive in time-pressured or difficult situations
- Ability to maintain strict confidentiality
- Affinity with young people in the 16-19 age range

Desirable

- Experience of events management
- Experience within a marketing or communications role
- Experience working in an educational setting
- Front of house customer service experience
- PA/Secretarial/Business Administration qualification
- At least three years' experience of working in a similar administrative role

Staff Benefits:

Health & Wellbeing



College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

Financial



Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.*



Car parking

There is free on site parking for staff.



Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

Godalming College Support Staff Payscale March 2024

Additional Surrey Allowance on all points of £1222 per year

Scale 1	18	21725
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Scale 2	19	21874
	20	22312

Scale 3	21	22735
	22	23175
	23	23640
	24	24464
	25	25299

Scale 4	25	25299
	26	26123
	27	26950
	28	27774

Scale 5	29	28574
	30	29374
	31	30317
	32	31251

Scale 6	33	32291
	34	33357
	35	34424
	36	35486

Senior Officer	37	36454
	38	37422
	39	38391
	40	39362
	41	40328

Management 1	42	41298
	43	42265
	44	43332
	45	44398
	46	45460

Management 2	47	46525
	48	47691
	49	48755
	50	49913
	51	51077

Management 3	52	52238
	53	53401
	54	54568

Management 4	55	55757
	56	56973
	57	58220
	58	59494
	59	60793
	60	62123

Management 5	61	63481
	62	64868
	63	66286
	64	67735
	65	69217

Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 = £22,312 + £1,222 = £23,534

36.42 hours per week x 39 weeks per year = 1420

1420 x £23,534 divided by 1659 = £20,143.62 pa = £1,678.63 gross per month paid for 12 months

Hourly rate calculation

Full time annual salary / 365 x 7 /

36.42

updated 01/03/2024