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#  JOB DESCRIPTION

**Job Title:**  Administration Assistant in Marketing & Development and Trust Office

**Reports to:** Business Development & Marketing Manager and Trust Manager (working on average 50% of time with each)

**Line Manager of:** None

**Key Contacts and Relationships:** the Business Development & Marketing Manager; the Trust Manager; the admissions staff; Bootham community of Old Scholars, past and present parents, students, Friends and Fellows, prospective students and their families, external agencies

**Overall Purpose:** to provide a wide range of administrative support to the work of the Business Development Manager and the Trust Manager

**Key Accountabilities:**

* Uploading documents to the school website and social media channels
* Updating the Old Scholars’ contact database to ensure information is accurate (including memorial information)
* Requesting and processing content from staff and stakeholder groups to develop communications to parents, Old Scholars and the school community
* Proofing and distributing a range of external communications aimed at raising the profile of the school. This may include press releases and news stories to local and national media, school contacts and websites, and twitter feeds and facebook posts
* Assising in delivering a wide range of communication activities and events to key stakeholder groups including prospective students, their families, Old Scholars, Fellows and past and present parents and the wider school community, using a variety of media such as website updates, social media, newsletters and email
* Assisting with the preparation and practical delivery of exhibitions and recruitment and marketing events/fairs, and events and reunions for Old Scholars and parents, and attendance at these events if required to ensure they are delivered to the highest standard
* Supporting the wider marketing, development and admissions functions as and when required, including covering other staff duties when team members are absent

Any other duties that may reasonably be regarded as being within the nature of the duties and responsibilities of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms

**Skills and Competences required in the role:**

* Excellent administration and organizational abilities, with an accurate and thorough approach to all tasks
* A flair for communicating effectively and persuasively with a wide range of stakeholders in both written and oral communication
* The ability to work under pressure and meet deadlines while maintaining a positive and constructive manner
* Strong IT skills. Demonstrable experience and skill in using Microsoft Office, database management and social media is essential. Knowledge of ISAMS is desirable
* An appreciation of the importance of maintaining excellent ‘public relations’ at all times and a personable, and diplomatic manner able to uphold the reputation of the school to all
* Ability to respond flexibly and with enthusiasm to changing needs and priorities
* Ability to think creatively and analytically and work with others to find new ways to meet challenges
* A highly motivated and self-driven approach to achieving agreed objectives
* Fully supportive of the school’s Quaker ethos and values
* A flexible approach regarding working patterns and the ability and willingness to attend occasional evening and weekend events

Plus the Band B Competences described in the Bootham Competence Framework

**Salary:**

The salary is point 7 of the Bootham salary scale, £18,643, reduced pro rata for working 4 days a week, during term time only.