

Ruthin School

Mold Road, Ruthin, Denbighshire, LL15 1EE, UK



Established 1284

PERSON SPECIFICATION

The Head of Marketing and Admissions will represent the school, both nationally and overseas, and should therefore be authoritative and possess the right level of gravitas.

Essential	Desireable
<p>Educated to degree level preferably with a marketing / PR and business background</p> <ul style="list-style-type: none">• Strong organisational skills, presentable and articulate, passionate about education• Excellent communication and copywriting skills• Ability to develop strong, effective working relationships with clients all over the world• Ability to travel• Ability to work independently• Computer proficient• Experience of marketing schools to international clients – especially across Europe• Digital marketing experience• Be a strategic thinker who can operate as a team player, whilst being able to lead and motivate a team• Experience of working in an educational setting preferably within an admissions, PR, marketing, communication role at middle management level• Ability to work under pressure and to deadlines• Confident in the use of social media• Experienced manager / team leader• Experience of delivering and evaluating marketing campaigns	<ul style="list-style-type: none">• Knowledge of other languages• Marketing qualification• Knowledge of working with Adobe InDesign

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement 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 s/he must report any concerns to the School's Designated Safeguarding Person, Kate Tipton

OTHER INFORMATION

Working Hours

The working hours for this role are 08.00-17.30, Monday to Friday, all year round with a 1 hour break each day. Given the seniority of this position, you will be expected to work the hours necessary to fulfil the responsibilities of this post, which will include working some weekends and evenings to support school or agent events. Working hours outside those stated above are included in the remuneration and holiday allowance above.

The school will consider flexible home-working when in the UK for the right person.

You are entitled to 33 days holiday each year, which includes bank holidays.

A statutory pension scheme is offered through NEST.

Safer Recruitment

Ruthin School is committed to the safeguarding of our students. All staff undergo an enhanced check with the Disclosure and Barring Service as well as the Barred List prior to appointment. Any offer of appointment is subject to a satisfactory DBS result, health check and of course, references, one of which must be from your current or most recent Headteacher/ employer.

Initial interviews will be held on Teams and the shortlist will be conducted in person, and they will explore candidates' suitability to work with children.

Application Process

Applications must be made using the School's Application Form which has been enclosed with the Job Description and can be requested from Laura Hitchen, HR and Compliance Officer (hr@ruthinschool.co.uk)

Application

We would be delighted to receive your application consisting of an introductory letter and the completed application form please. The application form is your opportunity to sell yourself so please provide a full description of your experience to date. Please explain any gaps in your employment history.

Applications consisting of just a CV may not be considered. Application forms which say, 'refer to CV' or similar may not be considered.