



ST. JOSEPH'S COLLEGE

INDEPENDENT SCHOOL OF THE YEAR  
TES Independent School Awards 2015/16



# ***Events Coordinator & Marketing Officer***

Information for Prospective  
Members of Staff



## ***Appointment of an Events Coordinator & Marketing Officer for an immediate start***

The College is seeking to appoint an Events Coordinator & Marketing Officer. Please find below the job description and details of the application process.

The post is full time, although applications for a term-time contract may be considered.

The closing date is noon on Tuesday 17 September 2019, although applications will be reviewed upon receipt.

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### ***Message from the Headmaster, Andrew Colpus***

Thank you for your interest in St Joseph's College. I am delighted that you are considering our school and I trust that this recruitment pack will provide you with the information you require both about the post and the College.

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. The recent development of the College has led it to receive a number of national awards over the last few years including the TES Independent School of the Year award 2015/16.

The College seeks to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, where pupils develop the attributes of commitment, collaboration, confidence and communication through the various aspects of school life. The College is a very happy place, and colleagues enjoy teaching and working here.

I hope that you will want to apply for this post. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

Andrew Colpus  
Headmaster



**Reporting to:** Head of External Relations & Admissions

**Purpose of the Job:**

The Events Coordinator & Marketing Officer is responsible to the Head of External Relations & Admissions but will need to work in close liaison with the Headmaster and the Head of the Prep School. Working within the Marketing & Admissions department, the Events Coordinator & Marketing Officer is a key figure in the running of the College.

It is important that the person appointed understands and is in sympathy with the Catholic ethos of the school.

The role requires the ability to deal sensitively with a wide range of people; flexibility is essential as well as absolute confidentiality. The successful applicant will have the ability to work on her/his own initiative and to prioritise effectively. She/he will also have excellent communication skills, good levels of stamina, loyalty and a lively sense of humour.

The College has networked administration systems and the standard software package used in the College is Microsoft Office, as well as a range of SIMS (Schools Information Management System) modules. Good ICT skills are a pre-requisite of the post.

In fulfilling the requirements of the post, the Events Coordinator & Marketing Officer should demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in colleagues, pupils, parents and visitors
- Build team commitment with colleagues
- Demonstrate practical skills and innovation to improve College facilities and practices
- Contribute to the College improvement/ development planning and promote the priorities of the College Strategic Plan
- Contribute to the development and/or implementation of College policies
- Participate in the performance development process to enhance professional practice in line with the College aspirations and priorities
- Uphold the values and mission of St Joseph's College
- Promote the wider aspirations and values of the College





### ***Areas of Responsibilities:***

- To oversee the planning and execution of College events for prospective parents, current parents, pupils and alumni, including open days, Year 5 day, Careers Fair, Prize Giving, Founder's Day, Alumni Day, Holiday Club, and special occasions
- To be proactive in ensuring all PR requirements are met for forthcoming events, and if required, organise guest lists and send the invitations systematically
- To develop and expand the current programme of events to raise the College profile within the local community, including supporting teaching staff with the organisation of events
- To actively develop and maintain a strategy for communications with the Alumni, including targeting communications and researching the effectiveness and frequency of invitations, requests and social media posts
- To plan and deliver a programme of events for the Alumni which will build and develop value-added relationships both for Alumni and for the College
- To attend external and College events, including, Speech Night, Alumni Day, Performing Arts events, feeder school information evenings, and to photograph, or arrange photography for, key events in the College calendar (including out of hours at evenings or weekends)
- To prepare press releases and photographs/ video for media coverage
- To utilise graphic design software to create engaging visual marketing collateral for use across the College – including event publications, flyers, brochures, display and advertising banners, invitations, posters, external advertising
- To work with colleagues to ensure that events across the College are marketed, supported and branded in line with College guidelines
- To be responsible for the day-to-day management of the College website, controlling the quality of the content, checking for consistency and accuracy, and ensuring any development and maintenance follows best practice, is fresh and is optimised for search engines and mobile devices
- To liaise with colleagues across the College to create, and keep updated, a diary of events so that there is a continuous stream of newsworthy items uploaded to the website and social media
- To write, draft or edit content for both print and web, ensuring that it is produced to a high-standard and in line with the College brand guidelines
- To update the website with engaging and audience-focused content (ideally one news article a day during term time), promoting the latest events and news, and showcasing the successes and breadth of activities undertaken by pupils across the College
- To maintain and grow the College presence on social media (Twitter, Facebook, Instagram, LinkedIn, YouTube, Flickr etc)
- To project manage and update the annual and termly publications including collating updates, checking proofs, and liaising with design agencies and print companies
- To support with any requests to assist the admissions function of the College, including helping with admission queries
- To liaise with the Site Manager and Catering Manager with regards to the facility and catering requirements for College events

Members of staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.





### ***Conditions of Service***

The hours of work during are 8.30am to 4.30pm.

The post is for 52 working weeks. There is an entitlement to 5.6 weeks' holiday per annum (which includes public and bank holidays), and this is reflected in the salary.

Whilst the post is full time, applications for a term-time contract may be considered.

There is the possibility of a small number of weekend and evening commitments during the course of the school year, which form part of the total working time included above.

The post holder will receive a negotiated salary, depending on experience and qualifications. The College has a pension scheme in operation.





### ***Person Specification***

<b>Category</b>	<b>Essential</b>	<b>Desirable</b>
Education, Qualifications and Experience	Good general standard of education Passion for marketing and PR	Experience of working in an educational environment (school, college)  Degree or relevant communication / marketing qualification
Skills and Attributes	Excellent communication skills – both written and spoken  Ability to write creatively and effectively to a variety of audiences  Accuracy and attention to detail - ability to proof read and correct content  Excellent knowledge of social media  Knowledge of MS Excel & Word  Excellent time management skills	Ability to design publicity material effectively and appropriately  Experience of working with websites and digital marketing  Experience of event management  Experience of database management
Personal Qualities	Ability to generate ideas and drive initiatives  Ability to work independently and pro-actively  Ability to work calmly under pressure  Ability to establish good working relationships, work well in a team and follow directions from line manager  Enthusiastic and able to enthuse and encourage others  Flexible, organised, reliable and punctual	Ability to defuse difficult situations using different strategies such as careful listening, sensitive use of humour, praise and recognition  Forward thinking approach
Other Requirements	Fully supportive of the College's Catholic tradition  Commitment to the ethos of the College  Commitment to safeguarding and well-being of all pupils	Able to promote the image of the College through an articulate and confident approach



## ***About the College***

St Joseph's College is the leading independent day school for boys and girls aged 3 to 18 in Berkshire. It is fully co-educational and consists of the Senior School (ages 11 to 18) and the Prep School (ages 3 to 11). The Senior School and Prep School are located within a single campus.

### ***Awards***

It has won several awards over the last two years including TES Independent School of the Year, Outstanding Progress at the Education Business Awards and Outstanding Leadership Team at the Leadership Awards.

### ***Ethos***

St Joseph's is a Catholic school welcoming pupils of every faith or no faith. Pupils are educated in an atmosphere where Christian values and standards are recognised and established. The size of our classes means everyone receives the individual guidance and support they need to achieve their potential. Staff, pupils and parents form strong links, with a focus on both the academic progress and the wellbeing of each pupil. We encourage all pupils to develop an awareness of their own role in society.

### ***Points of Entry***

The main points of entry to the school are at age 3, 11, 13 and 16. Entry into the senior school is by formal assessment, and around 60% of applicants to the senior school are from maintained primary schools.

### ***Leavers' Destinations***

The majority of Sixth Form leavers go on to their choice of university, to study a diverse range of subjects. Examination results are strong and improving year on year, however our focus is very much on producing young adults who also have skills for life such as confidence, social skills and a good understanding of the world around them.

### ***Recent Developments***

During the past six years the Governors have taken a number of measures to develop the College. In addition to becoming co-educational these include an emphasis on marketing and a substantial investment in facilities, buildings and staff. Consistently rising pupil numbers provide momentum for growth and the confidence to make further investment.

### ***The Future***

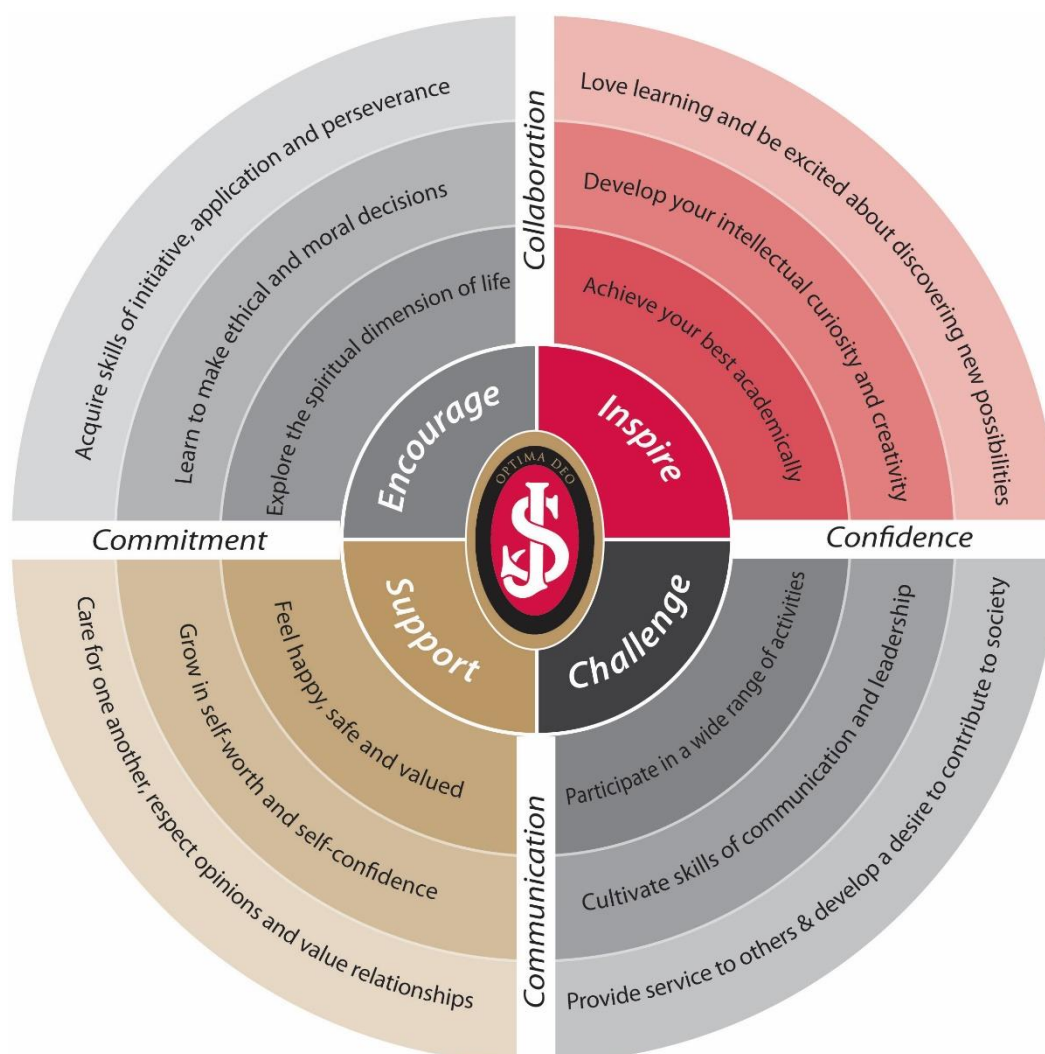
Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, are often commented upon by visitors and parents. We are proud of this and it is one of the most rewarding aspects of working here.





## Our Mission and Aims

At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfil their potential in a community founded on Christian values.



We aim to develop life skills of commitment, collaboration, confidence and communication in each pupil, throughout each of their years at the school.

## The College was inspected by ISI in February 2018

### The main findings of the report states:

- Attainment is generally high in relation to pupils' abilities
- The curriculum plan provides pupils with a rich learning experience
- Teachers know their pupils well and offer care, support and guidance which is greatly appreciated by pupils and parents
- The personal development of all pupils throughout the College is excellent
- The relationships between staff and children and amongst the children themselves are friendly and supportive
- The senior leadership team share a clear vision for future development





## ***Why St Joseph's?***

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed
- Education for boys and girls from age 3 to 18
- A varied curriculum and excellent facilities
- A strong sense of community
- High academic reputation
- Wide range of extra-curricular activities including a strong tradition of music and drama

St Joseph's is staffed by teachers who combine the best in traditional educational values with a sharp awareness of what is appropriate for pupils who need to be prepared for the twenty-first century. Our pupils are encouraged to be confident, questioning, independent learners, whilst at the same time developing a moral and spiritual sense of purpose in their lives and in their studies.

## ***Salary***

The College has its own salary scales, with starting salaries dependent on the experience and qualifications of the successful candidates. Salary scales are reviewed annually by the Governors, to ensure they remain competitive. Annual salary is paid by bank transfer on the last working day of each month, in 12 equal monthly instalments

## ***Non-contractual benefits***

### ***Pension***

The College participates in the DfE Teachers' Pension Scheme for teaching staff and a contributory pension for non-teaching staff. Further details are available from the Bursar's office.

### ***Death in service benefit***

In addition to the pension scheme, teachers are entitled to the death in service benefit offered by the Teachers' Pension Scheme.

### ***School fee reduction***

Children of teaching staff at St Joseph's College are eligible for a staff discount on basic tuition fees, subject to passing the entrance assessment where applicable.

### ***Childcare vouchers***

St Joseph's participates in the government's salary sacrifice childcare voucher scheme. Further details are available from the Bursar's office.

### ***Eye tests***

Members of staff are entitled to a free annual eye test.





### ***Cycle to work scheme***

The school allows staff with an employment contract for 12 months or more to purchase a bicycle through this scheme. Further details are available from the Bursar's office

### ***Drinks and snacks***

Tea, coffee and biscuits are available to all staff at break time, and there is access to hot drinks throughout the day. Snacks and light meals are provided to staff when working later in the evening for school events.

### ***Lunch***

Lunch is provided at no cost during term time.

### ***Laptop***

Teaching staff are loaned a school laptop to assist with their teaching and administration, and docking stations are available throughout the school.

### ***Use of private vehicle***

Subject to a journey being approved by the Bursar or Headmaster, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

### ***Car parking***

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

### ***Counselling***

Staff have access to a 24 hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

### ***Legal advice***

Staff have access to a 24 hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

### ***Healthcare helpline***

A telephone based healthcare support service is available to all staff at no cost.

### ***Swimming pool***

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

### ***CPD and training***

Professional development is nurtured and encouraged, and the school has a full annual INSET programme. There is strong support for new teaching staff. Newly qualified teachers can undertake their accredited NQT year through the Independent Schools Council programme and a number of members of staff have completed teaching qualifications whilst employed at St Joseph's.

### ***Staff Room***

There is a professional, friendly and supportive Staff Room, together with departmental workspaces throughout the school.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.



## ***Appointment Procedure***

- Applications will only be accepted from candidates completing the College Non-Teaching Application Form in full, accompanied by a covering letter.
- The covering letter should illustrate specifically why you think you should be considered for this role, giving clear evidence of how your skills and experience meet the requirements of the role. You should give clear examples, and relate these to the job description and person specification.
- These should be emailed to [recruitment@sjcr.org.uk](mailto:recruitment@sjcr.org.uk).
- **The closing date for applications is Noon on Tuesday 16 September 2019 and shortlisted candidates are likely to be invited for interview shortly after this date.**
- All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current or most recent employer. For shortlisted applicants for teaching posts, references may be taken up prior to interview.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website - [www.sjcr.org.uk/417/community/work-with-us](http://www.sjcr.org.uk/417/community/work-with-us)







## ***Interview Process***

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- During your visit you should expect to attend a number of interviews with different members of staff. We will also assess your suitability to work with children.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- If you are invited to interview for a non-teaching post, the interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- The College requests that all candidates invited to interview also bring with them:
  1. A current driving licence including a photograph or a passport or a full birth certificate
  2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address
  3. Where appropriate any documentation evidencing a change of name
  4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK

*Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.*

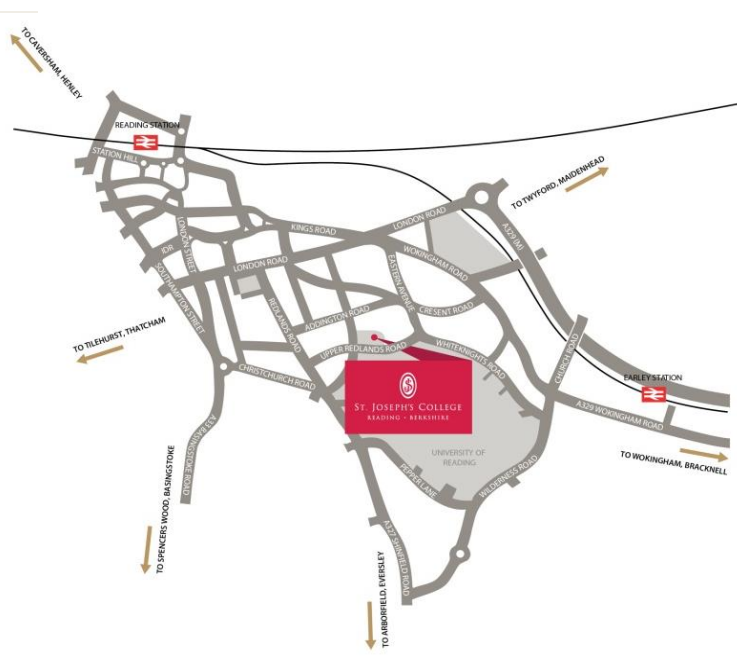
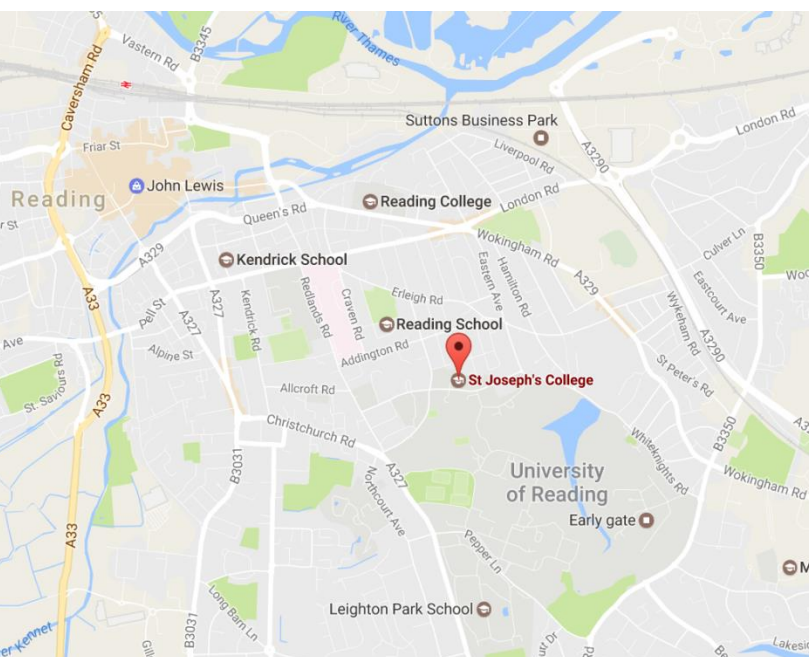






## How to find us

- St Joseph's College is situated in central Reading, near the University and the Royal Berkshire Hospital. It is close to the M4 (Junction 11) and has excellent transport links
- If travelling by train, the school is approximately 20 minutes' walk from Reading Station, or alternatively there are a number of local buses that stop close by
- To accurately locate the College entrance at 64 Upper Redlands Road on some GPS satellite navigation systems it may be necessary to use the postcode RG1 5JP



TES INDEPENDENT  
SCHOOL OF THE YEAR 2015/16

OUTSTANDING PROGRESS AWARD  
EDUCATION BUSINESS AWARDS 2016

OUTSTANDING LEADERSHIP TEAM  
LEADERSHIP AWARDS 2016

SHORTLISTED FOR TES WELLBEING AWARD 2019

SHORTLISTED FOR i25 AWARD 2019

SHORTLISTED FOR INDEPENDENT  
SCHOOL OF THE YEAR 2019

ST JOSEPH'S COLLEGE, READING

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