

Marketing Assistant

Person Specification

<u>Criteria</u>	Essential (E) or Desirable (D)	<u>Method of Assessment</u> Application (A) Reference (R) Test (T) Interview (I)
Education Educated at least to GCSE level or equivalent A relevant marketing qualification	 E D	 A A
Experience Experience working in a marketing environment or related sector Experience of working in a multi-cultural environment Experience of working in the education sector	 E D D	 A/I/R A A/I
Knowledge, Skills and Abilities Shows a clear and detailed understanding of what will be involved in addressing the key tasks in the job profile Ability to work as part of a team as well as to work independently Ability to research, write and proof articles for various platforms including online Ability to update websites (eg knowledge of Squarespace) and experience of using basic Adobe suite design software Shows a clear understanding of the role of support staff in underpinning teaching and learning in a school situation Ability to prioritise work related tasks, particularly when under pressure	 E E E D E E	 A/I/T A/I/R A/I/T A/I A/I A/I/T

<u>Criteria</u>	Essential (E) or Desirable (D)	<u>Method of Assessment</u> Application (A) Reference (R) Test (T) Interview (I)
Personal Qualities		
Committed, practising Christian	D	A/I
Awareness and appreciation of the Anglican tradition	D	A/I
Committed to maintaining high standards	E	A/I
Committed to educational principles which are inclusive of all pupils	E	A/I
Ability to work in partnership with pupils, parents, staff and governors	E	I
Excellent interpersonal and communication skills, both verbal and written	E	A/I/T
Ability to help generate a good working atmosphere, encouraging team spirit and seeing that work is carried out properly	E	I
Has a strong sense of loyalty	E	A/R/I