

Job Profile

Purpose

To provide support to the Marketing Manager/Bursar and Business Manager. A combination of marketing support and administrative duties to assist with the running of the school.

Job title: **Marketing & Admin Assistant**

Reporting to:	Sue Ward / Dorothy Trill
Department/School:	Clifton Lodge School
Scope:	Permanent, part-time, term-time + inset days/open days + 15 days during the holidays
Checks:	Enhanced DBS, Overseas checks, Employers references

Date of requisition:

Working With Us

An Inspiring World of Education - that is the Cognita way. As an international organisation with a high performing culture and inspirational learning at our core, we can offer you first-class career opportunities with a global dimension. All our colleagues receive ongoing investment in their professional development. You will be joining a top independent school and a global network of colleagues across a diverse yet connected family of schools in Europe, Latin America and Asia. We'd love to tell you more about how this could benefit your career.

Launched in 2004, Cognita is an extraordinary family of schools joining forces in an inspiring world of education with one common purpose: building self-belief and empowering individuals to succeed.

With some 70 schools internationally we employ 5,000 teaching and support staff in the care and education of more than 35,000 students. Together, our schools provide a uniquely global education that goes beyond grades to develop all-round academic excellence – equipping young people with the confidence and resourcefulness that prepares them to grow, thrive and find their success in a fast-changing world. If you want to take your career further, we want to support you in achieving that goal within Cognita. www.cognita.com

Key Accountabilities

- Marketing –
 - Fortnightly newsletter
 - Facebook posts
 - Press releases
 - Preparation for Open Days / events to promote admissions
 - Schoolcomms – emails/texts to parents
- Admin Support –
 - Raising purchase orders
 - Matching purchase orders & purchase invoices – mailing to Head Office

- Daily after school care forms – logging on spreadsheet
- Booking event venues
- Booking training courses / monitoring training schedule
- Other support as required

Why we want you in our team

Because you:

- Are honest, genuine and responsible.
- Are an accomplished communicator, understanding the different approaches required for different audiences, i.e. parents, staff and pupils.
- You have excellent verbal and written communication skills.
- You have excellent attention to detail.
- You thrive in a hectic and multi-tasking environment.
- You are reliable and commit fully to each task assigned.
- You are resourceful and eager to develop solutions/provide ideas to further improve our marketing and admissions success

What we are looking for

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - A level educated - Evidence of excellent written English ability - 	<ul style="list-style-type: none"> - Degree educated - Marketing qualification -
Knowledge	<ul style="list-style-type: none"> - Proven marketing knowledge - Proven admin knowledge - 	<ul style="list-style-type: none"> - Understanding of commercial aspects of running a school - Understanding of regulatory compliance requirements -
Skills	<ul style="list-style-type: none"> - Ability to plan own work efficiently - Excellent written and oral communication skills - Marketing awareness and ability - Ability to work to deadlines - Microsoft Office skills 	<ul style="list-style-type: none"> - Sims software ability (not essential, can be trained)
Experience	<ul style="list-style-type: none"> - Proven ability as a marketer - Proven admin ability - 	<ul style="list-style-type: none"> - Experience working in a school -

Benefits

- Competitive salary
- Contributory pension scheme
- School fee discount
- Professional development

Safeguarding Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Key role dimensions

Key stakeholders: heads, teachers, internal colleagues, parents, pupils, external suppliers

This role profile is not exhaustive and may be changed at any time to meet the changing requirements of Cognita. This role profile does not direct any particular priorities or amount of time to be spent carrying out these duties.

Signed:



Date: 27/7/18

Name (Print): Floyd Steadman