



WALTHAMSTOW HALL

SEVENOAKS FOR GIRLS AGED 2-18

Job Description for Marketing & Admissions Assistant

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Background on the School	At Walthamstow Hall we are celebrating over 185 years of educating young people. Through the many trends and philosophies in education since 1838, we have focused on learning through inspirational teaching that recognises each pupil's individual nature. The School is based on two separate sites, our Early Years and Junior School in Bradbourne Park Road, and Senior School and Sixth Form on Holly Bush Lane.
Summary of the role:	This is an exciting opportunity to join the School's Marketing & Admissions team to help develop the marketing and alumnae strategy. It is a role with the potential to grow.
Commencing from:	June 2024
Reporting to:	Director of Marketing & Alumnae
Responsible for:	N/A
Main duties and responsibilities:	<p>The Marketing & Admissions Assistant will maintain a warm connection between the School and its new, existing and former pupils as well as staff, including:</p> <ul style="list-style-type: none">• Day to day management and maintenance of the School's website

	<ul style="list-style-type: none"> • Assist with content creation and posting for all social media channels • On the day support for events such as Open Days and entrance exams • Growing and maintaining the alumnae database • Sourcing, writing and posting alumnae stories on the School website and social media feeds • Production of the annual alumnae magazine under the direction of the Director of Marketing • Organising alumnae events and friend raising/fundraising activities <p><u>Admissions</u></p> <ul style="list-style-type: none"> • Maintain and manage all forms and data for parents and new starters • Ensure parent contact details are up to date • Filing and organising forms related to admissions • Compile Heads' reports • Communication with schools for events such as Open Days • Organise print projects such as student planners • Plan and ensure Induction Days run smoothly • Ad hoc invigilation for prospective pupils • Organise outreach days to feeder schools eg singing, strings days • Conduct competitor analysis as required
<p>General (All Staff):</p>	<ul style="list-style-type: none"> • To uphold and implement the School's stated mission and to safeguard its ethos, including support of the wider life of the School • To support and implement whole school policies and practices • To take responsibility for their own professional development and keep up-to-date with relevant developments • To set a good example to students through personal presentation and conduct • To establish effective working relationships with professional colleagues
<p>Salary and Benefits:</p>	<ul style="list-style-type: none"> • Salary dependent on experience and qualifications • School fees remission for children of the job holder attending the School. If not already at the School, any child would have to meet all of the normal entrance requirements • Membership of the School's Defined Contribution Pension Scheme (details available from the Bursar's Office) • Refreshments/meals during working hours in term time

	<ul style="list-style-type: none"> • Cycle to Work Scheme • Use of the School's Fitness Room and Swimming Pool (at allocated times) • Free onsite parking • Wellbeing package
Hours	This is a full-time role during the term time, plus some requirement to work in the holidays and occasional events during evenings and weekend days during the year (locally and in London). Additional weeks may be negotiated. Maximum 42 weeks working.
Skills/Qualities	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Strong interpersonal skills and experience of building warmly productive and collaborative working relationships with a diverse range of colleagues and other stakeholders • Database management skills • Digitally fluent and competent using of a range of social media platforms • Confident event management skills • Innovative, creative and quick to learn • Ability to meet deadlines <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Educated to degree level or equivalent • Media or Communications qualification • Proficiency in Canva, Publisher and WordPress (or similar)
Safeguarding Requirements	All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Designated Safeguarding Lead. The role amounts to a regulated activity.
Health and Safety	Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

You may also be required to undertake such other comparable duties as the Director of Marketing & Alumnae requires from time to time.

Application Process

Applications will only be accepted on the School's Application Form. Candidates should:

- Compose a covering letter (of no more than 2 sides of A4) to the Headmistress, Ms Louise Chamberlain detailing how your skills, knowledge and experience match the School's requirements for the post of Marketing & Admissions Assistant.
- Email your application and letter to: HR@whall.school
- Hard copies may be given to:
HR Department
Walthamstow Hall
Holly Bush Lane
Sevenoaks
Kent TN13 3UL

The closing date for applications is Monday 29 April 2024 at noon.

Interviews will take place during the week commencing 29 April 2024.

The School reserves the right to withdraw the post, commence or complete the recruitment process at any time prior to the closing date.

References will be taken up before interviews. Please note that the Headmistress is not a referee for internal applications.

For our policies on Safer Recruitment please visit our website.