



RED HOUSE
SCHOOL

JOB SPECIFICATION - MARKETING ASSISTANT

An exciting opportunity has arisen for a Marketing Assistant to join Red House School.

ABOUT RED HOUSE SCHOOL

Red House is a unique independent school at the heart of Norton village in Stockton on Tees for boys and girls aged 3-16 years old.

Red House is a vibrant, caring school which has academic excellence at the very heart of everything we do. We challenge children from the day they join us but, most importantly, we encourage children to develop a love of learning.

Our classes are small and teachers are committed and talented. They know the children well and can offer a bespoke education, allowing children to navigate an individual learning pathway.

Educational development is not simply confined to the classroom. Life at Red House is about so much more. A Red House education includes an extensive co-curricular programme: sport, the arts and outdoor activities.

All of this is achieved within a warm, supportive and family-orientated environment. Our first rate pastoral system encourages and enables children to build lasting and mutually beneficial relationships with other children and the wider community.

JOB SPECIFICATION

Essential criteria:

- Excellent organisational skills and able to work to deadlines
- Excellent oral and written communication skills
- Experience of using social media in a business context
- Ability to take photographs for marketing purposes
- Strong IT skills
- Ability to work independently as well as part of a team
- Excellent customer service skills
- Experience of handling sensitive data
- A proactive approach to work

Desirable criteria:

- University degree or equivalent
- 1-3 years of working in an office environment
- Marketing or event experience
- Knowledge of website content management systems
- Experience of graphic packages such as Photoshop and InDesign
- Experience of marketing platforms such as MailChimp, Survey Monkey and EventBright

TERMS AND CONDITIONS

- The appointment is a part time position; 20-25 hours per week, term time, with an additional 10 days worked during the school holidays. The salary is up to £7,734.
- The appointment is initially for one year but may be extended
- The offer of this post is subject to successfully completing Disclosures and Barring Service, Prohibition Order and Prohibition from Management of an Independent School checks, receipt of two satisfactory references, completion of Forms of Declaration on Medical Fitness and Non Disqualification by Association and proofs of identity, qualifications and eligibility to work in the UK
- Generous remission on school fees is available for children eligible to join Red House whilst a parent is employed by the school and a delicious cooked lunch is provided each day free of charge

APPLICATIONS

A completed Application Form, including the names, addresses and telephone numbers of two referees should be accompanied by a Letter of Application. The letter of application should be no longer than two pages (with minimum font 10). These should both be emailed to: claire.bellerby@redhouseschool.co.uk marked for the attention of Sarah Tomlinson, Head of Marketing.

Potential candidates requiring further information are welcome to contact Sarah Tomlinson email: sarah.tomlinson@redhouseschool.co.uk or for an informal chat call 01642 553370.

All applications will be acknowledged but only candidates selected for interview will be contacted further.

Closing Date: 5pm on Friday 7 December 2018