



JOB DESCRIPTION - MARKETING ASSISTANT

1 REPORTS TO

The Head of Marketing

2 ROLE

We are seeking to appoint a highly motivated and professional Marketing Assistant to support the Head of Marketing. This is a great opportunity for a talented individual, possessing excellent organisational skills with a keen eye for detail.

3 TASKS

- Assist with preparations and the promotion of key events including Open Mornings and external exhibitions. There will also be a requirement to represent the school at some of these events
- Produce regular articles for the school's social media channels (Facebook, Twitter, Instagram and LinkedIn)
- Photograph school events and activities
- Update the school website
- Update the school database (ISAMS)
- Provide support in maintaining an effective Alumni Association
- Create PowerPoint presentations for internal events such as Prize Giving
- Assist with the collation of information to be used in school literature and programmes
- Distribute press releases to the local media
- Work with external print and design agencies
- Order and maintain supplies of branded stationary items and merchandise
- To carry out any other reasonable duties as identified by the Head of Marketing

Red House School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosures and Barring Service.