

# Information for Prospective Candidates

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School



**MAY 09 2023**

**Gildredge House**

**Position: Marketing & Administration Manager**

**35 hours per week**

**Deadline: Please see website for closing date**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of Marketing & Administration Manager. We hope this pack is informative and useful but if you require any additional information or have questions, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk)

CLOSING DATE: Please see website for closing date

START DATE: Monday 3<sup>rd</sup> July 2023

INTERVIEWS: Week beginning Monday 22<sup>nd</sup> May 2023

HOURS OF WORK: 35 hours per week, 52 weeks per year, with 5 weeks paid holiday plus Bank Holidays

**Please note: applications will be screened and interviews may be offered before the closing date.**

- Are you creative, do you have the skill set to create and post promotions onto social media platforms and have strong communication skills?
- Do you have the people skills to enable you to lead and effectively support a team of skilled administrative staff?
- Would you enjoy the opportunity to engage with our local community and represent our school?
- Do you have ability to use a variety of IT systems to improve process and impact?

If the answers are yes to these questions, Gildredge House wants to hear from you.

We are seeking to appoint an experienced Marketing and Administration Manager for this role in our busy and thriving school. You will have excellent attention to detail, creative media skills and experience of managing others to deliver high standards, with a people-centered approach to everything you do.

You will work with the Director of Finance to continually improve marketing, communications, procedures and processes. In addition to the general management of the administrative team.

**Our school motto: 'Aspire'**

**Starting Salary:** Two-point salary range starting at point Grade 7 point 18 on the Gildredge House Support Staff Scale for 2022-2023: £24,614.00 (FTE), £23,284.00 pro rata, rising to Grade 7 point 19 with a current FTE of £25,271, £23,905.00 pro rata.

**Contract:** 35 hours per week, 52 weeks per year (weeks per year may be negotiable for best candidate) with 26 days paid holiday, plus Bank Holidays. The school is enrolled in the Local Government Pension Scheme and also offers free onsite parking and opportunities to train and develop.

If you are interested in this position, please download the Application Pack on our website.

Please complete the Application for Employment and Equalities Monitoring Form and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) no later than 9 a.m. on the closing date - please see website for details.

If you wish to discuss the post further, please contact us via email on [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk)

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK and a satisfactory Enhanced DBS with Children's Barred List check and a Declaration of Disqualification under the Childcare Act 2006.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

## **Marketing & Administration Manager: Job Description**

### **Purpose of Job**

Manage all processes within Gildredge House administration team to support delivery of an excellent communication, marketing and administration service to school stakeholders.

Support development and delivery of the school's communication and marketing services. Act as school's press secretary when required.

Line management of administration support staff, to include coordination and delegation of relevant work-related tasks.

To provide flexibility of cover for Admissions, Attendance and Cover Management.

Ensure high quality performance of self and team through effective monitoring, evaluation, development and best value approach to the use of resources.

**RESPONSIBLE TO: Director of Finance and Administration**

### **Marketing and Communications**

- Oversee whole school communications.
- Develop school social media plan across a variety of social media platforms
- Design, create and post marketing material, to include arranging internal photoshoot opportunities and taking photographs, ensuring school safeguarding protocols are followed
- Oversee school signage and displays
- Acting press officer for the school

### **Administration key tasks:**

- Develop and improve administration process and work flows, working with key personnel in order to feed into the improvement of systems and service delivery.
- Manage the allocating appropriate tasks and timelines to administration team on a daily / weekly / monthly basis.

- Support and deliver on project and development work in support of the initiatives within the team.
- Manage and develop school trips administration and process
- Attend and contribute to meetings and action outcomes of those meetings.
- Deliver general administration training

### Line Management

- Line manage administration team.
- Complete annual performance appraisal review for self and team.
- Support recruitment process for administrative staff.

### Attendance

- Manage training of the administration team to be able to act up as Attendance Officer, to cover times of illness or holiday.
- Line manage the Attendance Officer.
- Manage and develop the attendance administration processes.
- Liaise with the Education Welfare Officer to ensure that appropriate administration of attendance process and communications follows school policy.

### Reception/School Site

- Management of administration of all visitors to the school to ensure they are appropriately checked by administration team personnel against the school's Safeguarding Policy and Procedure.
- Oversee the administration of the main school office email accounts.
- Support cover management to ensure appropriate documentation and resources are in place for supply teachers.
- Assist school community with all general enquiries.
- Oversee maintenance of a tidy and informative reception area.

### Cover

- Support cover management to ensure appropriate documentation and resources are in place for supply teachers. In emergency situation where the Cover team is not available, arrange cover and notify Cover team/Senior Leadership Team.

### Admissions

- To train and act up as Admissions Manager, to cover times of illness or holiday.
- To oversee general admissions administration, in consultation with the Systems and Assessment Manager.

### Health and Safety

- To manage the administration of health and safety processes undertaken by the administration team.

To perform such other tasks as may reasonably be required by the Line Manager and/or the Head Teacher.

Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

### Professional Development

- Attend relevant training as instructed by the school to improve self-performance.
- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion.

### Additional Information

- All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school’s Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All school-based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties, including the provision of high-quality teaching and learning and the safeguarding, well-being and care of students.
- The post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time, which are commensurate with the grade.

## Marketing & Administration Manager: Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) Mathematics and English.</li> <li>• NVQ Level 4 in Business Administration or equivalent or willingness to complete.</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid certificate</li> <li>• Safeguarding certification</li> </ul>
Knowledge & Experience	<ul style="list-style-type: none"> <li>• Experience in use of social media platforms</li> <li>• Experience of line managing a team.</li> <li>• Experience in business administration.</li> <li>• Experience of a range of computer applications and information management systems including Word, Excel, PowerPoint, Outlook, Google, Office 365.</li> <li>• Working knowledge of Data Protection.</li> <li>• Data input.</li> <li>• Experience of working to tight deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• SIMS administration</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Ability to create marketing material for website and social media</li> <li>• Possess a good eye for detail with ability to take interesting photographic shots</li> <li>• Ability to interact with all stakeholders to create positive relationships</li> <li>• Ability and skillset to effectively manage a team.</li> <li>• Ability to convey information clearly &amp; accurately.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to design, develop and implement effective administrative systems to meet changing needs of the service.</li> <li>• Ability to maintain efficient record keeping systems.</li> <li>• Ability to accurately data input information.</li> <li>• Ability to work under direction as well as independently</li> <li>• Ability to work professionally as part of a team.</li> <li>• Ability to maintain confidentiality and act appropriately within safeguarding guidelines.</li> <li>• Ability to manage difficult conversations</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate commitment to equal opportunities.</li> <li>• Willingness to participate in further training and developmental opportunities offered by the school, to further knowledge.</li> <li>• Ability to make decisions in a pressured environment.</li> <li>• Ability to work to tight deadlines.</li> <li>• Ability to act up, if required (after training).</li> <li>• Ability to delegate effectively.</li> </ul>	

***“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”***

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is shown on the school website. If you are interested in the position, please complete an Application Form, available from the school website:  
<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please return the completed Application for Employment to careers@gildredgehouse.org.uk by 9.00am on the closing date.

**We look forward to hearing from you.**