

Marketing Assistant

To start as soon as possible

The Role

Westbourne House School is seeking to recruit a Marketing Assistant to support the Marketing team. The ideal candidate will have a high degree of personal motivation, ability to use initiative and a passion for writing well. They will have creative flair as well as excellent organisational and time management skills.

The Marketing Assistant will work alongside the Marketing Manager and PR Manager to market Westbourne House School to a wide range of audiences, building its profile and driving recruitment locally, regionally and internationally.

There is some flexibility with the number of hours for this role. However, we foresee:

Your working hours will be 40 hours per week, Monday to Friday, although flexibility is required for several evenings throughout the year. You will also be required to work between 3-6 days per term at the weekend. This is a term time role, plus 10 weeks during the school holiday periods (44 weeks per year in total).

A degree relevant to marketing, marketing comms or creative design would be advantageous. Proficiency in Canva and Adobe InDesign would be desirable, as would experience in using social media channels and a management suite.

Main Duties:

- Termly parent newsletter, which gives parents an important glimpse into their child's education
- Website updates, adding news throughout the term
- Photo filing and admin to ensure the department runs smoothly
- Project managing, drafting and editing school publications such as the annual school magazine and alumni magazine.

We can offer:

- Strong, supportive staff team
- Membership of support staff pension scheme
- Use of the school's facilities – swimming pool and sports facilities, subsidised yoga class
- Cycle to Work Scheme
- Employee Assistance Programme
- Lunch provided during term time
- On-site parking

Closing date: 3rd November 2024

We reserve the right to interview and offer to a strong candidate prior to the closing date. For this reason, early applications are encouraged.

Please apply by completing the application form. CVs may be attached, but not in place of the application form. Please return completed applications to Robyn Aubrey at hr@westbournehouse.org.

Westbourne House is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with current and past employers, online checks, the Disclosure & Barring Service, overseas checks and the Secretary of State's Prohibition List from Teaching and Management.

About the School

Westbourne House is situated just to the east of Chichester in beautiful grounds of over 100 acres. There are approximately 360 pupils, aged 2½ -13. Most children go on to major Public Schools across the South.

The school enjoys outstanding facilities. Teaching is extremely well resourced with excellent teaching rooms, the majority equipped with interactive whiteboards; there are also sets of laptops which can be booked for class based work. There are rooms for Art, Ceramics, ICT, Design Technology and Food Technology, a separate Science block and Music School, as well as a modern, 300 seat theatre/assembly hall. The School also has a large (30 acre) lake on the north boundary for kayaking.

Academic standards are high, with consistently outstanding Common Entrance results together with an excellent scholarship record; totalling 140 over the last five years.

Westbourne House uses the High Performance Learning philosophy to guide all pupils in becoming good learners. The school believes that all pupils have the potential to perform at the highest level regardless of their current performance level. The Advanced Cognitive Performance Characteristics (ACPs) and Values, Attitudes and Attributes (VAAs) of HPL are the "thinking" and "behaviour" characteristic and these are delivered specifically and systematically throughout the curriculum.

The Music and Drama departments also excel consistently: all children are involved in school productions, a large number are members of school choirs and there are regular concerts.

Saturday school consists of sports matches, as well as optional enrichment activities, such as kayaking and coding.

There is a wide variety of sport on offer, and a large number of teams represent the school most Wednesdays, Thursdays and Saturdays. As well as extensive playing fields,

there is a 25-metre swimming pool, dance studio, sports hall, squash courts and a full-sized astro-turf pitch.

There are around 100 boarders, many of whom board for two or three nights in one of seven houses on the school grounds. The school offers full time boarding allowing the children to further enjoy the beautiful facilities and grounds the school has to offer.