**Admin and Marketing Assistant**

**Salary:**Grade 5, points 5 – 7, £21,223 - £21,903 pro-rata (£24,790 - £25,584 FTE)

**Contract:**            Permanent, term time plus five additional days, to be agreed

**Hours:** 37 per week

**Starting date**:     March 2025

**Reporting to:**External Relations Manager

### ****About the Role****

We are seeking a highly organised and proactive Admin and Marketing Assistant to join our growing External Relations team.

This role is ideal for someone early in their career, looking to build a strong foundation in both administration and marketing, with the potential to grow into a more senior position. The primary focus will be on providing comprehensive administrative support to ensure the smooth running of the school, while also contributing to the school’s marketing initiatives.

Key responsibilities will include assisting on Reception and supporting the day-to-day operations of the External Relations Manager. You will also assist in organising events and liaising with internal and external stakeholders to ensure seamless execution of projects.

An interest in social media trends and content creation is desirable, as you will contribute fresh ideas for online content and brand awareness. Confidence in taking high-quality photographs, creating videos, and developing marketing materials will be beneficial. You will also be responsible for drafting and editing copy for promotional materials, journals, and event communications.

Flexibility regarding working hours is essential to support occasional evening and weekend events. Strong organisational skills, attention to detail, and the ability to manage multiple tasks effectively are key to success in this role.

This is an exciting opportunity for an organised and motivated individual to combine administrative expertise with creative marketing support in a dynamic environment.

### ****About You****

We are looking for an organised and creative individual who enjoys working as part of a team. You should have:

* Experience in a busy administrative role.
* Strong communication and customer service skills.
* Proficiency in PC applications and the ability to manage multiple tasks efficiently.
* A keen interest in marketing and social media trends, with fresh ideas for content creation.
* Confidence in taking photos, creating videos, and designing promotional materials.
* A flexible approach, capable of adapting to the ever-changing needs of a school.
* The ability to use initiative and work proactively to complete tasks.

If you are self-motivated and eager to learn but lack some of the required skills, in-house training will be provided to support your development.

**Why work with us**

Burford is an oversubscribed school situated in an area of outstanding natural beauty. This is an excellent school, with a superb environment for learning and a priority given to staff development. Our aim is to recruit colleagues who will be stimulated by the prospect of working hard to share in our success.

**Additional Staff Benefits**

* Supportive continuous professional development and growth opportunities
* Health and wellbeing support including access to an Employee Assistance Programme, free flu vaccinations and a subsidised Healthcare Plan
* Local Government Pension scheme membership
* The school is located within a short walk of a picturesque Cotswold town

As we are a heavily oversubscribed school, children of staff have priority for admission to Burford School.⃰

Visits to the school are warmly welcomed so you can see for yourself what makes Burford School such a special place to work – please contact Sarah Evans, HR Manager, to arrange this.

The successful candidates will need to meet the person specification in order to be offered the post and will be subject to an enhanced DBS check.

For more information or an informal discussion regarding the post, please contact Mr Albrighton, Headteacher.

**TO APPLY:**

* Please download details and an application form from our TES page: <https://www.tes.com/jobs/vacancy/admin-and-marketing-assistant-oxfordshire-2188172>

or

* Contact Sarah Evans, HR Manager, at the following email address: [s.evans@burford.oxon.sch.uk](mailto:s.evans@burford.oxon.sch.uk) or telephone the number above.

Burford School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.

As part of the vetting procedures, shortlisted candidates will be subject to an online search. This isn’t part of the shortlisting process, and there will be a chance to address any issues of concern should it be necessary.

**Closing date: Friday 28 March 2025 (10:00pm)**

*We reserve the right to interview prior to the closing date, therefore early application is advised.*

⃰ Please see relevant Admissions Policy on the school website.