Saint Cecilia's
Church of England School

"Glorifying God through outstanding, enjoyable education"

Marketing Assistant

Term time only, 16 hours per week.
Starting salary NJC scale 2, point 4, £30,653 full time equivalent,
pro rata, 39 weeks of the year is £11,980

To start January 2027

As one of the most successful and over-subscribed, non-selective schools in South West London with Music and Mathematics as a specialism, we are a truly inclusive and dynamic place to work. The successful candidate will be responsible for providing efficient marketing and publicity support to the Marketing Manager to deliver the school's marketing strategy in promoting the school positively within the local community and beyond. Key areas of focus are to manage all electronic media platforms including the school website and social media; to refresh and update a range of marketing materials including the regular newsletter for parents; to help execute a publicity strategy including positive press releases to ensure 'good news' is shared; to take a proactive role in managing and promoting the school open events working to ensure successful recruitment of pupils. A good standard of computer skills and the capacity to prioritise competing demands are essential for this post.

Hours of work are negotiable depending on the availability of the successful candidate up to 16 hours per week, term time only plus two days to cover results days. It is expected that the Marketing Assistant will be based in the school for a minimum of two days a week during term time (preferably Tuesday and Friday), but this could be fewer hours over more days.

As a vibrant school of just over 1,000 pupils with a thriving academic Sixth Form, Saint Cecilia's is also a caring Christian community, and together with a close-knit team of dedicated teaching and support staff, has achieved excellent academic success. Whilst candidates must be in sympathy with the aims of a Church of England School, a Christian commitment is not essential.

Located close to Wimbledon Lawn Tennis Club, Saint Cecilia's is well connected to central London and the West End, as well as the tranquil Surrey countryside, by exceptional transport links. The school lies within the Inner London Weighting area, which adds a significant increase to salary.

The nearest underground station is Southfields (District line – Zone 3 and less than a five-minute walk), which is only five minutes from Wimbledon station and 16 minutes from Earl's Court. The area is well served by numerous bus connections to Clapham Junction and Richmond.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.

Please note we do not accept CVs. We regret that we are unable to offer skilled worker visa sponsorship to non-UK citizens for this role. We reserve the right to close this vacancy early should we receive sufficient applications or identify a suitable candidate before the closing date.

To apply for this post, please complete the application form on TES or DfE. Alternatively, download it and send to applications@saintcecilias.london

Please note the deadline for applications is 9.00am, Wednesday 9th December 2026