

**Magdalen College School**

***We are committed to the protection and safety of our students  
and expect all staff to share this commitment***

**JOB DESCRIPTION**

Post Title	Marketing Admin Assistant
<b>Postholder</b>	
Reporting to	Administration Manager
Hours of work	37 hours per week, 40 weeks per week
Specific managerial responsibilities of the post	<ul style="list-style-type: none"> <li>• Plan and create a range of promotional materials to support the school marketing plan including prospectuses, brochures, advertisements, newsletters and other materials as appropriate/agreed</li> <li>• Produce material to support and promote events such as open evenings, and induction days</li> <li>• Liaise and co-ordinate with colleagues to update display materials and display boards across the school ensuring they are current and relevant</li> <li>• Maintain a pro-active social media presence for the school e.g. Twitter, facebook etc</li> <li>• Ensure the school website up to date</li> <li>• Manage school policies and ensure appropriate levels of sharing of approved policies with staff and the wider community</li> <li>• Provide regular and ad-hoc reports on social media activity and outcomes as requested</li> <li>• Work with SLT to develop the school's video production and photographic capabilities</li> <li>• Ensure all communication – letters / emails / texts – reflect consistently high standards and maintain consistency across all communications</li> <li>• Support the school with positive public relations campaign around key results days, involving developing relationships with local press.</li> <li>• Work with outside agencies to promote the school such as press releases promoting the work and successes within school life</li> <li>• Assist with admin tasks as necessary and as requested by the line manager</li> </ul>
Responsibilities as a member of staff	<ol style="list-style-type: none"> <li>1. To ensure that the safety and welfare of all students is given priority at all times</li> <li>2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise</li> <li>3. To ensure an appropriate individual response to whole school priorities</li> <li>4. To engage actively in the Performance Management Review Process</li> <li>5. To implement all school policies</li> <li>6. To attend all meetings as directed</li> <li>7. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</li> </ol>
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> <li>1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School</li> <li>2. Committed to ensuring the safety and welfare of all students at all times</li> <li>3. Committed to team work within all aspects of the school</li> <li>4. Proactive in terms of furthering their knowledge and skills</li> <li>5. Punctual for all commitments</li> <li>6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.</li> </ol>
<p>This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major</p>	

tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed

.....Postholder

.....Line Manager

.....Date