

An aerial photograph of the Warwick Independent Schools campus. The image shows a large, modern brick building complex with a central courtyard and a large green field in the foreground. The campus is surrounded by lush greenery and trees. The text is overlaid on the top right of the image.

APPLICATION PACK FOR THE POST OF MARKETING ASSISTANT (TEMPORARY CONTRACT)

Required as soon as possible

WARWICK INDEPENDENT
SCHOOLS FOUNDATION

Independent • Co-educational 3 to 7 • Single-sex from 7-18 years



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Welcome from the Foundation Principal

Thank you for the interest you have shown in the role of Marketing Assistant.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint a Marketing Assistant to help a busy and thriving Marketing Department promote the schools across our Foundation across all platforms.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)

Foundation Principal



About Warwick Independent Schools Foundation

The Warwick Independent Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils; for our schools to be the first choice for those seeking independent education for their children; and to be an exceptional place to work.

Our historic schools are Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep, and Warwick Junior School and Warwick School, which operate as a through-school for boys. These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils, and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In a new and exciting development for the Foundation, we are delighted to have welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school for girls (3-18) and boys (3-7). Kingsley will continue to operate from its site in Leamington.

More information about the schools may be found on their websites:

www.warwickprep.com

www.kingshighwarwick.co.uk

www.warwick-school.org

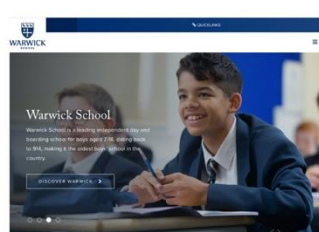
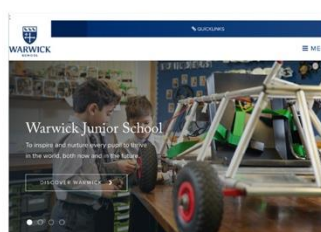
www.thekingsleyschool.co.uk

Some of the work of the schools during the recent lockdowns may be found on the following website:

www.foundationathome.co.uk

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- HMC
- IAPS
- ISBA



Organisational Structure

September 2020 saw the introduction of a new structure for the Foundation. For the first time in its long history, a Foundation Principal acts as CEO with direct accountability to the Board for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson, who was previously the Head Master of King's High School.

This role will report to our Marketing Manager at Warwick School.



Our Facilities

Warwick Campus

Home to some 2,500 pupils aged 3-18, the 55-acre campus boasts outstanding and cutting-edge facilities for all our pupils.

The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

The most recent development – ‘Project One Campus’ – has seen the relocation of King’s High from its historic town-centre site to join Warwick Preparatory School and Warwick School on one spacious, green campus. This has seen facilities developed and enhancements for all and has included:

- A new home for the pupils of King’s High School.
- A new shared Sixth Form Centre for both Warwick and King’s High School students to enjoy for shared curriculum enrichment and social activities.
- New and enhanced sports facilities, including a 3G rugby pitch for Warwick School, four netball and five tennis courts.

- A new, shared Music School for the pupils of King’s High and Warwick Preparatory School.
- Improved play-space for Warwick Preparatory School, including a new nursery garden and ‘forest school’.
- New parking facilities and enhanced traffic management.
- New landscaping, creating a series of pedestrianised Quads.

Leamington Campus

The Kingsley School is home to over 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. 12 acres of playing fields are just a few minutes’ drive away, and include a pavilion and netball and tennis courts.

Investments over recent years have included a suite of refurbished science laboratories, a re-equipped food technology room, play space for Prep School pupils, and the refurbishment of the sixth form centre.



Warwick & Surrounding area

Warwick itself is a charming, historic town, famous for its impressive castle whose soaring turrets dominate the town centre. Steeped in medieval history and a popular tourist destination, Warwick boasts a thriving social scene with many boutique shops and excellent bars and restaurants.

The delightful Regency town of Royal Leamington Spa adjoins Warwick, with its wide boulevards and grand architecture, is a thriving town, with excellent facilities for families.

Stratford Upon Avon and its outstanding theatres are just a 25-minute drive away. The Cotswolds are also within easy reach, offering tranquil walks in rolling hills and villages of honey-coloured stone.

For further cultural opportunities, Birmingham is half an hour by train and offers everything you would expect from a major and vibrant city. With a packed calendar of events hosted by its many international venues, Birmingham is also first-class for shopping, dining and nightlife.

The area has excellent transport links. Leamington and Warwick both have mainline railway stations. Birmingham International Airport is just 25 minutes' drive.



Job Description

Post Title:

- Foundation Marketing & Admissions Assistant

Hours of Work:

- 26 hours per week (Monday- Friday) Term-time only plus 3 days (36 weeks)

Pay Banding:

- Support Staff Points 13-16 (£19,625-£20,529) FTE). Actual salary £11,182-£11,697 pa.

Location:

- On Site

Start Date:

- Ongoing

Purpose of this Job Description:

The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

Key accountabilities:

- To assist the Marketing Managers and Foundation Marketing Officer in the execution of operational marketing.
- To support Foundation Head of Admissions and Registrars to plan events
- To undertake tasks reasonably requested by the Marketing Managers

Duties and responsibilities:

- Update websites and manage content
- Newsletter creation
- Organise, maintain and update photography bank for schools
- Proof reading to ensure accuracy of content.
- Provide administration support to Admissions with planned events in the annual schedule, including flexibility to attend as required.
- iSAMS school database assistance e.g. download and prepare data lists for mailing. general maintenance and updating
- Supporting distribution of communications to current and prospective parents/pupils.
- Budget/invoice database maintenance
- As directed by the Marketing Manager/Foundation Head of Admissions, prepare and analyse information about performance

Additional duties:

- Undertake such duties as the Marketing Manager or those delegated by him/her, may from time to time reasonably request within the level of the post.
- The post holder must comply with the prevailing legal requirement under the General Data Protection Act and the Computer Misuse Act 1990 and all other policies operating at the school.
- To report any Health & Safety problems to the Head of Health & Safety.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

The criminal record checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

Health and Safety:

As an employee you are expected to:

1. to take reasonable care of your own health and safety
2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work
3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare
5. to report any injuries, strains or illnesses you suffer as a result of doing your job
6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy



Person Specification

	Essential Criteria	Desirable Criteria
Qualification Experience/ Knowledge	<ul style="list-style-type: none"> Academic qualifications to at least Advanced Level 	<ul style="list-style-type: none"> Professional qualifications Higher education qualifications
Skills/Abilities	<ul style="list-style-type: none"> Working experience in Marketing, PR and/or Communications Working with varied stakeholders Experience of working in a Marketing environment Knowledge of supporting social media presence 	<ul style="list-style-type: none"> Preparing marketing analysis Photography skills Familiarity with the Independent education sector Understanding of marketing in the education sector.
Circumstances	<ul style="list-style-type: none"> Ability to provide cover at a number of events taking place outside of normal school hours 	
Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> Understands their role in the context of safeguarding children, young people and vulnerable adults Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	
Equal Opportunities	<ul style="list-style-type: none"> Understanding of the requirements of Equality and Diversity 	



Remuneration

26 hours per week, for 36 weeks per year (term time only plus INSET and 3 days in the holiday)
Support Staff Points 13-16

FTE Salary - £19,625 - £20,529 per annum

Actual Salary - £11,182 - £11,697 per annum

Other benefits:

- Competitive contributory pension scheme.
- Staff Fee remission at our Warwick Campus.
- Use of the Sports Complex for staff.
- A strong, supportive staff community.



How to apply

Should you wish to apply for this position, please visit the vacancies page on either the Warwick School, King's High School or Warwick Preparatory School Websites, where you will find an application form.

www.warwickprep.com/job-vacancies

www.kingshighwarwick.co.uk/vacancies

www.warwick.school.org/employment-opportunities

Completed applications should be submitted to hr@warickschools.co.uk

Deadline for submissions:

Monday 7th March 2022 at 12pm

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position you will actively support an environment and culture that values diversity and inclusion.