**Marketing and Events Assistant (16 hours per week)**

The duties outlined in this job description are in addition to those specified in the Marketing and Events Assistant’s contract. They are not meant to be exhaustive and it is expected that the role will be undertaken in a spirit of cooperation and a willingness to be flexible in order to meet the needs of the pupils and St David’s College.

This job description may be modified by the Marketing Manager/Bursar to reflect or anticipate significant changes in the job, commensurate with the salary and job title.

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| **Task** |  |
| **Event Management*** Assist the Marketing Manager in management of school events for parents and the wider community, including promotion and mail-outs
* Where appropriate sell tickets, send out invitations, respond to event enquiries from parents and the general public
* Assist in the production of event material including promotional material and signage
* Act as first point of contact at events, welcoming parents and friends to events
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| **Administration*** Supporting the Marketing Manager and the Digital Communications Officer as required.
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| **School Newspaper and other publications*** Working closely with the Marketing Manager and Headmaster, produce and distribute a half-termly school e-newsletter - including helping pupils to write articles for it.
* Helping to collate stories throughout the year for the school magazine, newsletters website news, social media etc.
* Helping write copy for all publications (including Lion Magazine, e-news, website news, social media news) and website content – all in line with strategic positioning of the school
* Liaising with printers and external suppliers as required
* Doing mail-outs from school database
* Helping with the internal marketing and displays around the school, helping teachers to produce professional and creative displays to promote the work of the school
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| **Feeder School Events:*** With the Headmaster and Registrar develop an annual plan for feeder school partnerships, activities and visits e.g. inviting heads to lunches; pupils to outdoor ed/design or entrepreneurship experiences.
* Help to organise and advertise such events
* Help with hosting visiting Headmasters (and partners) to St David’s
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| **Open Days**Supporting the Headmaster by attending Open Mornings |  |
| **Tours**Support the Headmaster and Registrar in doing tours as necessary especially with potential girl pupils |  |

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be subject to an enhanced DBS check and satisfactory references.