

Marketing and Communications Assistant

September 2022 start

Claremont School is a happy, successful and forward thinking independent school offering a unique learning environment for children aged 3 months to 18 years. We have approximately 700 students to include a vibrant community of over 100 boarders from the UK and other countries around the world. Judged by Ofsted as 'Outstanding' in all areas in March 2019 and winner of the Independent School of the Year 2021/22 for Performing Arts, Claremont is a thriving school with a unique atmosphere, welcoming students from all walks of life.

We are now looking to expand our Marketing team and are seeking a confident and motivated Marketing and Communications Assistant to help us tell our remarkable school story to a variety of internal and external stakeholders. Reporting to the Head of Marketing and Communications, the successful candidate will have a passion and talent for marketing using digital channels and social media platforms. They will also have excellent communication and interpersonal skills, a good nose for a story and creative flair. Flexibility and the ability to prioritise and work to deadlines are essential for this role as are excellent copywriting, editing and proofing skills and confidence working autonomously as well as part of a team. Knowledge of content management systems, customer relationship marketing and working with websites and developers would be an advantage. Whilst some experience of working in an educational environment would also be an advantage, it is more important that the successful candidate can demonstrate the required attributes, skills and experience.

We have high expectations and big ambitions for the future and as a proud member of the International Schools Partnership, much to look forward to. The ideal candidate will be joining Claremont at a particularly exciting time in its history in a role that has broad scope for further development.

Salary: Competitive and dependent on experience

Hours: Flexible, term-time only (approximately 25 hours per week)

For more information and to apply visit claremontschool.co.uk/work-with-us

The School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service, along with other relevant employment checks.