**Transition and Marketing Assistant**

This is a part-time role, paid commensurate with relevant experience and demonstratable ability to meet the requirements of the role.

The successful candidate must have:

* Extensive experience in:
  + Working with and managing budgets
  + Procurement
  + Managing marketing projects
  + Managing a range of administrative tasks
  + Accessing different IT platforms (including SIMS) to support administration
  + Working in a secondary school environment.
* An eye for detail
* An understanding of marketing strategies in schools
* An ability to work with high levels of initiative
* Be an excellent communicator through both verbal and written formats.

**Roles and Responsibilities include:**

* Support the school’s **marketing** strategy by:
  + Ordering new and repeated marketing products for open evening
  + Create and manage parent facing temporary signage for parent evenings
  + Manage the wall of achievement posters when they come in from parents
  + Oversee admin processing of the cornerstone rewards on a half termly basis
  + Oversee admin required for the Headteacher’s lunch process, certificates and letters, booking of the reward lunch through Subway
  + Create the half termly newsletter and send to staff, parents and students
  + Raising awareness of key marketing events at the school, through communication with parents
  + Create, post and monitor the school’s social media accounts in collaboration with the Head of Transition and Marketing.
* Support the school’s **transition** process by:
  + Ensuring transition packs/paperwork are kept up to date in consultation with the DHT and Head of Transition and Marketing
  + Processing in-year admissions by:
    - Contacting applicants to offer tours and invite them to induction meetings (led by the HoYs)
    - Sending parents online admission forms to complete
    - Adding students to the school’s MIS system and building timetables in advance of agreed admission dates
    - Updating SOAP when offers are made
    - Working with the DHT to ensure waiting lists are managed appropriately
    - Contacting parents of Yr7 students on the waiting list to see if they wish to remain on the waiting list.
  + Supporting main-round admissions by:
    - Managing the main round allocation list
    - Supporting the completion and submission of the appeals paperwork
    - Sending letters to new allocated students in March, ready for September admissions
    - Data inputting of new student information, for new Year 7 starters allocated spaces in the main round admissions, ready for a September start
    - Collating the parent information pack and sending to new starters
    - Receiving the parent information replies and managing upload of information for biometric and sharing of student data
    - Support with administration tasks relating to year 5 and year 6 days, stickers, registers, badges etc
    - Support with administration tasks relating to year 6 induction evening, registers, booking etc
    - Support parent open mornings with invites, sign-in registers, refreshments and welcome signage
    - Oversee parent bookings for open mornings
    - Support open evening and other parent facing event administration relating to school site and organisation. To include staff badges, signage and parental communication
  + Processing Managed Move admin by:
    - Ensuring Managed Move students are added to SIMS and coded appropriately (i.e. dual registered)
* Undertake any other reasonable tasks as assigned by the Headteacher and Senior Leadership team