**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