

## **FINBOROUGH SCHOOL Administrator (Events and Marketing)**

### *Job Description*

**Post:** Office Administrator (Events and Marketing)

**Responsible to:** Headmasters PA (Executive)

Finborough School is a thriving, ambitious independent co-educational day and boarding school for children aged 2-18 years that has recently been awarded Excellent in all areas by ISI (November 2016). The school is set in 40 acres on the outskirts of Stowmarket in Suffolk. Over the past 8 years there has been significant pupil growth and investment in the facilities.

Competitive salary and flexible working pattern.

### **Job Purpose**

This role requires an exceptional individual to organise events for Finborough Hall alongside proactively developing our website and social media presence. Administering the marketing of both Finborough School and Finborough Hall are key elements of the role. This involves offering outstanding customer service to our parents, pupils, staff and external clients. The role is based in our main school office and is customer facing. Meticulous attention to detail is required alongside excellent organisational and communication skills.

### **Person Specification**

The successful applicant will love being around people, will have outstanding customer service skills and enjoy working in a vibrant and busy environment. Initiative and attention to detail will be key attributes, coupled with a high level of confidence in social situations and web communications.

### **Specific responsibilities**

1. Handle customer enquiries with an exceptional level of service
2. Work with the office team to provide a high level of administrative support
3. Proactively market both Finborough School and Finborough Hall
4. Organise and co-ordinate Finborough Hall events
5. Proactively manage and update social media every day (incrementally growing our web presence)
6. Proactively manage and update the website every day, including the school calendar
7. Liaise with the press providing articles of interest each week for publication
8. Commission website, social media and press articles from staff and students across the school.
9. Collate, design and publish the school 'Weekly Bulletin' every week for publication to parents and staff

10. Be aware of your responsibilities in relation to Keeping Children Safe in Education

**Training and Development of Self and Others**

1. Develop and maintain a culture of high expectations for self and others.
2. Regularly review your own practice, set personal targets and take responsibility for own continuous professional development.
3. Participate in the school's new staff induction programme

In addition carry out any duties as may be reasonably required by the Headmaster.

Apply by 5<sup>th</sup> July 2019.