



## St Mary's Independent School

### Head of Marketing & Admissions

- **Closing Date:** Thursday 9th January 2020
- **Job Start Date:** January 2020 (asap)
- **Contract/Hours:** Permanent, 37 hours per week
- **Salary Details:** £26,117 - £34,182
- **Hours of Work:** 8am - 4pm Monday to Friday
- **Location of Role:** St Mary's Independent School Southampton
- **Contact e-mail:** hr@stmiss.co.uk
- **Interview Date:** Thursday 14th January 2020

### Job/Person Summary

If you have a successful track record in marketing and admissions and are looking for an exciting new career opportunity, we want to hear from you.

St Mary's Independent School is a day school for boys and girls aged 3 - 16 years, located in a beautiful 17 acre campus in the heart of Southampton. This is an exciting phase in the school's development; as we approach our centenary celebrations we have ambitious plans to build on our considerable existing strengths and further shape our academic, pastoral and co-curricular provision. The Head of Admissions and Marketing will contribute significantly to the fulfilment of these aims. This post offers an excellent opportunity to develop as a leader in a school on a clear upward trajectory.

This is an exciting opportunity for an ambitious individual to contribute to the strategic development of St Mary's Independent School. Working with the Executive Head Teacher and School Business Manager, the Head of Admissions and Marketing will be responsible for the leadership of the Admissions and Marketing functions across the school. You will develop and implement effective, timely, multi-channel marketing and admissions strategies in order to maintain and grow the pupil roll. As a highly motivated self-starter, you will be responsible for maintaining and raising the profile of the School, promoting every entry point to the School, identifying growth opportunities and planning and managing campaigns to meet School enrolment and progression targets.

You will be the first point of contact for all prospective parents and take full ownership of the admissions process from initial enquiry to joining the school. A personable and professional approach is essential, as is attention to detail and the ability to communicate effectively and with warmth.

You will have a proven track record in marketing, recruitment and admissions. You will combine this with a desire to continually improve the School's admissions and marketing functions and to contribute to the overall development of the school.

You will play a prominent role in promoting the school locally, nationally and internationally so the ability to present confidently and effectively will be key to success. High levels of ambition and focus are essential, as is a resonance with the School's Catholic ethos.

### Benefits

- 20 days holiday (plus bank holidays)
- Contributory pension scheme
- Free parking
- Fee remission for children following qualifying period

## Essential Skills/Experience/Qualifications

- Recognised marketing qualification or equivalent relevant strategic-level marketing or related commercial experience.
- Relevant experience leading Admissions with proven impact on retention and recruitment.
- Strong leadership and management experience combined with good commercial awareness.
- Genuine interest in educational issues and empathy with the independent schools sector.
- Ability to translate an ambitious vision into meaningful plans and objectives and gain commitment from all stakeholders

St Mary's Independent School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

## Application Procedure

Please visit **[www.stmiss.co.uk](http://www.stmiss.co.uk) to download an application form.** You must explain all gaps in employment. We do not accept CVs or covering letters; please return the completed application form to [hr@stmiss.co.uk](mailto:hr@stmiss.co.uk)