

Part Time Marketing & Communications Manager

For March 2023

Part Time, Term Time Only, 2 or 3 days per week, 8.30am – 4.30pm, plus 10 days

Salary: £35,000 - £39,500 FTE, 2 days: £11,729- £13,070 pro rata p/a, depending on experience

3 days: £17,594 - £19,605 pro rata p/a, depending on experience

Permanent

Notting Hill & Ealing High School, one of London's leading independent girls' day schools, has an exciting opportunity for a bright, enthusiastic and highly organised individual to play a key role in the Marketing and Communications Department.

We are looking for a self-starter with excellent communication skills. You will need to feel comfortable with a range of creative tasks such as writing, creating and delivering sophisticated content for newsletters, social media, managing the school website, as well as design and print, and to supporting the delivery of marketing campaigns and the day-to-day marketing activities of the School. Marketing experience and appropriate IT skills are essential (e.g. Photoshop, InDesign as well as Microsoft Office) and experience of working with CMS.

About the School

NHEHS is a leading academic day school. Our girls are ambitious, bright, enthusiastic and eager to learn and we offer a warm and supportive community. We occupy a site in suburban, leafy, west Ealing with excellent transport links. We are part of the Girls' Day School Trust (GDST), the UK's leading network of independent girls' schools.

Benefits

The School is part of the GDST, the UK's leading network of independent girls' schools. We can offer a variety of benefits, such as:

- Membership of Pension Scheme
- Access to the GDST central training and development programme
- Up to 50% discount on fees for children at GDST schools
- Training grants for obtaining further qualifications
- Interest free annual season ticket loans for travel are available to staff
- Interest free loans to enable staff to buy a computer for personal use at home
- Cycle Scheme: The School is part of the scheme which enables staff to purchase bicycles and equipment at a tax advantageous rate and pay for the equipment over 12 months
- Free lunches during term time

Further information about this position and how to apply is available by emailing recruitment@nhehs.gdst.net or by clicking the apply button.

Closing date: Friday 17th February 2023 at 12pm but early applications are welcomed. Interviews will take place on Monday 27th February 2023.

NHEHS is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS. Applications will be considered only from candidates who are eligible to work in the UK.

The GDST is committed to diversity, inclusion and real change: a family where every individual is valued, respected and included