



ST PETER'S

PREPARATORY SCHOOL

**Admissions and Marketing Officer
(Maternity Cover)
Candidate Pack**

Start Date: Monday 19 August 2024

Application deadline: Tuesday 4 June 2024

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www.stpetersprep.co.uk

St Peter's Preparatory School, Harefield, Lympstone, Devon EX8 5AU





ST PETER'S
PREPARATORY SCHOOL



St Peter's Preparatory School sits on a beautiful rural site in East Devon surrounded by fields and enjoying unrivalled views over farmland down to the River Exe. It is one of the most successful and forward-looking independent preparatory schools in the South West, awarded Excellent in all categories in our most recent ISI Inspection (March 2020). We believe in nurturing young minds to become the leaders of tomorrow. Join our vibrant community, and embark on a journey of excellence, growth, and discovery.

Overview of vacancy

We are seeking a personable, highly-organised and creative Admissions and Marketing Officer to join our small team. This opportunity is offered as a fixed-term contract for up to 18 months, possibly longer, from August 2024, to cover a period of extended maternity leave.

The role provides a friendly and efficient admissions service to our prospective families and assists with all aspects of our marketing programme, with specific focus on developing the school's social media profile.

The successful candidate will be an excellent team player with a friendly, calm approach and excellent organisational, administrative and data management skills. They will need to build relationships with pupils, parents and staff throughout the school and will be responsible for recording daily life at St Peter's so need a good photographic eye and ideally some video experience.

A job description can be found in this pack.

Salary and Benefits

Position: Full time, term-time only plus 18 days during school holiday periods. Fixed-term for up to 18 months, possibly longer.

Hours: 08:00 to 17:00 (Monday to Friday) with a one-hour unpaid lunch break each day.

Holiday entitlement: Six weeks paid holiday entitlement, to be taken during school holiday periods.

Salary: £24,250 to £25,500 (£28,660 to £30,135 FTE)

Probation period: Six months

Additional benefits

Lunch (during term time)

Pension scheme

Discount on school fees

Employee assistance programme

St Peter's Preparatory School is committed to safeguarding and promoting the welfare of children and young people.



Application process

Please [click here](#) to download an application form. Completed applications should be emailed to recruitment@stpetersprepschool.co.uk or posted to Recruitment Team, St Peter's Preparatory School, Harefield, Lymington EX8 5AU by Tuesday 4 June 2024.

We encourage applications as soon as possible and the School reserves the right to appoint before the deadline for applications.

Please note that applications will only be accepted on the School's own application form. We are unable to consider CVs.

Provisional interview date: Friday 14 June 2024

Shortlisted candidates will undergo an online check. The successful candidate will also be required to complete full child protection screening, including checks with past employers and the Disclosure and Barring Service.

Our 'Privacy Notice' and 'Recruitment, Selection, Disclosures and Induction Policy' are available to view on the [School's website](#).



Job Description

Role: Admissions and Marketing Officer (Fixed Term Maternity Cover)

Responsible to: Director of Admissions and Marketing

Primary purpose: To support the management and operation of all aspects of marketing the School and of pupil recruitment, from enquiry through to being placed on roll within prescribed processes, in order to achieve admissions targets.

Key Accountabilities

- Manage admissions enquiries and new starter processes efficiently and effectively ensuring that all correspondence and supporting documentation is prepared, issued and logged in line with the school's high standards.
- Ensure that paper and electronic records for prospective, current and leaving pupils are maintained in an accurate and timely manner to ensure compliance at all times.
- Liaise with staff across the school and with the Finance department to ensure that required information on prospective, current and leaving pupils is shared efficiently and effectively.
- Assist the Director of Admissions and Marketing with ongoing improvements to admissions and marketing information, forms and publications, including the school website.
- Support the Director of Admissions and Marketing and other senior staff with organising and planning school events, including open days, exhibitions and Speech Day.
- Take photos and videos across the school, including events, and share as appropriate in school publications and on social media.
- Contribute to the smooth running of the Office team, providing cover for colleagues during term-time and school holidays.
- Support the Office Manager as directed with specific aspects of staff recruitment and the updating of the associated regulatory records to ensure compliance at all times.
- Build strong relationships with internal and external stakeholders e.g. academic staff, prospective parents and other schools' admissions staff.

Essential Qualifications, Experience and Skills

- Educated to degree level or equivalent.
- Experience in admissions and marketing, ideally within a school environment.
- Strong understanding of image and branding, with a track record of using social media effectively.
- Experience of photography and video recording, with an eye for a good picture.
- Outstanding administrative skills with strong attention to detail and excellent record-keeping.

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- Strong organisational skills, including prioritisation and finishing tasks to completion with limited supervision.
- Excellent written and verbal communication, with both children and adults.
- Personable and professional with a calm and friendly approach.
- Strong working knowledge of Google and Microsoft suite of office products and, ideally, an experienced user or a school information management system (preferably SchoolBase).
- Experience of recruitment/HR is desirable, particularly with knowledge of a school's Single Central Record of Appointments (SCR).
- Resilience and flexibility to cope with diverse and conflicting demands, with a calm and logical approach to solving problems.
- Confident and competent working alone as well as within and across teams.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the school.



History of the School

St Peter's Preparatory School, located in Lymington, has a rich history spanning over a century. Founded in 1882, this prestigious preparatory school has played a significant role in the education and development of young students in the region.

Early Years (1880s-1930s):

St Peter's Preparatory School was established in the late 19th century with the aim of providing a high-quality education for young boys in the Exmouth and Lymington area. Before relocating to Lymington in 1949, the school's original site was on Rolle Road, Exmouth. The school's founder, Rev. Alfred Wren, envisioned a nurturing environment that would prepare students for the challenges of future education and life. During these early years, the school was relatively small in size but quickly gained a reputation for its academic excellence and strong moral values.

Expansion and Growth (1940s-1970s):

The school continued to flourish in the post-World War II era, expanding its facilities and curriculum. The 1950s and 1960s saw a significant increase in student enrolment, prompting the construction of additional classrooms, dormitories, and recreational areas. This period also witnessed the inclusion of a broader range of subjects and extracurricular activities, reflecting the changing needs of students and society.

Modernisation and Coeducation (1980s-2000s):

As the school entered the latter part of the 20th century, it underwent a series of modernisation efforts. In the 1980s, St Peter's Preparatory School made a momentous decision to become a coeducational institution, welcoming female students for the first time. This change in policy reflected a growing awareness of the importance of providing equal educational opportunities to all students.

Academic Excellence and Community Involvement (2010s-present):

In recent years, St. Peter's Preparatory School has continued to uphold its commitment to academic excellence while also emphasising community involvement and social responsibility. The school has adopted modern teaching methods and technology, remaining progressive and continuing to adapt in order to prepare students for their future. Various community service initiatives, environmental awareness programs, and extracurricular activities have been introduced to instil a well-rounded education.

Charlotte Johnston, the school's first female Head, joined the school in September 2016. Previously Deputy Head at Edge Grove in Hertfordshire, a large co-ed 3-13 prep school, and with a background in management consultancy, Charlotte's experience was perfectly placed to lead St Peter's. Charlotte is passionate about a prep school education, where children have the chance to shine in all areas (Sport, Music, Art, Drama and Academics), as well as making the most of the school's 28 acres.

Today, St Peter's Preparatory School stands as a symbol of tradition and modernity, offering a holistic education to a diverse student body. The school is known for its unique and publicly recognised St Peter's School Baccalaureate®, and a curriculum that promotes academic achievement, personal development and a focus on learning beyond the classroom. Most pupils remain to 13 and go on to independent day and boarding schools in the South-West. A small number of leavers at the end of Year 6 go on mainly to the grammar schools at Colyton and Torquay.

Throughout its history, St Peter's Preparatory School has remained committed to its core values of academic excellence and personal growth. It continues to adapt to the changing educational landscape and the evolving needs of students.

St Peter's Preparatory School is committed to safeguarding and promoting the welfare of children and young people.



Safeguarding information

St Peter's Preparatory School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers.

The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Head immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection concerns or allegations and if so the outcome of any enquiry or disciplinary procedure. Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual case.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.



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Information for shortlisted candidates

The School will carry out an online search on all shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview. This forms part of the School's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

All candidates invited to interview must bring the following documents with them:

1. Valid passport
2. Photo driving licence (required, if you have one)
3. Birth certificate
4. Evidence of any name change since birth (e.g. marriage certificate, deed poll certificate)
5. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
6. Qualification certificates relevant to the role

Please note that originals of the above are necessary. Photocopies or printouts from the internet are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Contact information

If you have any queries or would like further information, please do not hesitate to contact Claire Harris, Office Manager, on 01395 272148 or email recruitment@stpetersprepschool.co.uk.



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