



RED HOUSE  
SCHOOL

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## JOB SPECIFICATION - MARKETING ASSISTANT

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An exciting opportunity has arisen for a Marketing Assistant to join Red House School.

### ABOUT RED HOUSE SCHOOL

Red House is a unique independent school at the heart of Norton village in Stockton on Tees for boys and girls aged 3-16 years old.

Red House is a vibrant, caring school which has academic excellence at the very heart of everything we do. We challenge children from the day they join us but, most importantly, we encourage children to develop a love of learning.

Our classes are small and teachers are committed and talented. They know the children well and can offer a bespoke education, allowing children to navigate an individual learning pathway. Educational development is not simply confined to the classroom. Life at Red House is about so much more. A Red House education includes an extensive co-curricular programme: sport, the arts and outdoor activities.

All of this is achieved within a warm, supportive and family-orientated environment. Our first rate pastoral system encourages and enables children to build lasting and mutually beneficial relationships with other children and the wider community.

### JOB SPECIFICATION

Essential criteria:

- 1-3 years of working in an office environment.
- Excellent organisational skills with the ability to meet deadlines and assist in managing multiple marketing and event tasks.
- Strong oral and written communication skills, capable of creating engaging content for marketing materials, social media, website updates and internal communications.
- Experience using social media in a business context (Facebook, X, TikTok, Instagram and LinkedIn).
- Can capture high quality photographs and videos for marketing purposes and to document School events and activities.
- Strong IT skills.
- Able to work independently and collaboratively as part of a team.
- Exceptional customer service skills.
- Experience of handling sensitive data.
- Proactive approach to work, with the ability to take ownership of projects and tasks.

Desirable criteria:

- University degree or equivalent. Preferably in marketing, communications, business or a related field.
- Experience in marketing or event co-ordination.
- Knowledge of website content management systems.
- Proficiency in graphic design software such as Photoshop, InDesign or Canva.
- Experience using marketing platforms such as MailChimp and SurveyMonkey.

## **TERMS AND CONDITIONS**

- The appointment is a part time, 31 hours per week, term time position, with an additional 13 days worked during the school holidays. The salary is £15,866 per annum, increasing to £16,888 from April 2025.
- This is a one year fixed-term position, with the potential for extension or to be made a permanent position, depending on the needs of the School.
- The offer of this post is subject to successfully completing Disclosures and Barring Service, Prohibition Order and Prohibition from Management of an Independent School checks, receipt of two satisfactory references, completion of Forms of Declaration on Medical Fitness and Non Disqualification by Association and proofs of identity, qualifications and eligibility to work in the UK.
- Generous remission on school fees is available for children eligible to join Red House whilst a parent is employed by the school and a delicious cooked lunch is provided each day free of charge.

## **APPLICATIONS**

A completed Red House School Application Form, including the names, addresses, email and telephone numbers of two referees should be accompanied by a Letter of Application. The letter of application should be no longer than two pages (with minimum font 10). These should both be emailed to: [claire.bellerby@redhouseschool.co.uk](mailto:claire.bellerby@redhouseschool.co.uk) marked for the attention of Sarah Tomlinson, Head of Marketing.

Potential candidates requiring further information are welcome to contact Sarah Tomlinson email: [sarah.tomlinson@redhouseschool.co.uk](mailto:sarah.tomlinson@redhouseschool.co.uk) or for an informal chat call 01642 553370.

All applications will be acknowledged but only candidates selected for interview will be contacted further.

The School reserves the right to amend the process at any stage. This includes making an appointment before the end of the process.

**Closing Date: Monday 3 February 2025, 9am.**