

FURTHER INFORMATION
MARKETING ASSISTANT
Part Time / Permanent

The Post:

This role provides an exciting opportunity to support the Marketing Department's strategic plan in promoting this outstanding sixth form college. In response to a changing post-16 educational landscape, the College has significantly increased investment in marketing in the last few years. However, scope remains for fresh ideas and further development, as the College seeks to broaden its appeal to the local student population and other stakeholders. Geographically, promotional work is focused on NE Surrey and the surrounding London boroughs, and always with an eye to ensuring we receive applications from a diverse range of students. We are fully committed to widening participation and have actively sought to broaden the ethnic background of potential applicants.

Part of the appeal of this position is the flexible and varied nature of the job – no two days are the same! You will be working alongside the Head of Marketing and the Senior Marketing Assistant on several different projects in addition to taking the lead on a few specific tasks. This role would appeal to someone who enjoys working in a creative field.

Hours:

This post is part time, 20 hours per week, for 41 weeks per year (39 term time + two weeks). There is some flexibility in which days you work, and how these hours are to be fulfilled. The contractual daily start and finish times are negotiable, and we would be happy to discuss this with the successful candidate. The successful candidate will need to have sufficient flexibility to attend evening events, both in College and at local schools.

Salary:

Actual salary will be £13,257 per annum, inclusive of fringe area allowance.

College Year:

The College year runs for a period of 12 months from September 1 – August 31, with the Autumn term often starting in the last week of August. Term time is 39 weeks. Working hours for full time staff are 36 hours per week, 8:45 – 5:00 pm (Mon-Thurs) and 8:45 – 4:45 pm (Fri) excluding lunch breaks.

Applications: Completed application forms should be returned to:
The HR Manager
Esher Sixth Form College
Weston Green Road
Thames Ditton
Surrey KT7 0JB
Email: jobs@esher.ac.uk

Closing Date: 9am, Wednesday 31st January 2024

Interviews: w/c 5th February 2024