



Collingwood
College
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Collingwood College Recruitment Information

Events & Marketing Administrator



Dear Applicant,

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2024, in the Sixth Form, 72% of A level qualifications were at A*-C with over 20% of entries gaining the top A/A* grades. Furthermore, 50% of the cohort gained an impressive A*-B across all qualifications.

At GCSE, over 70% of entries were graded at 9-4. 65% of our students also achieved 9-4 grades in both English and Maths. Over 20% of entries were awarded the top grades, 9-7 with over 10% of entries at the very top grades. Students at Collingwood, who attend well, whatever their starting point, **make great progress.**

This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

We welcome and encourage applications from graduates who are looking to gain experience before going into Teacher Training.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely



Miss Karen Watling

Principal

Events & Marketing Administrator

Required for December 2024

Part-time Flexible hours, 39 week per year term time plus 5 inset days.

Salary: Graded A £12:00 per hour pay award pending.

This is a Permanent Post.

Early applications are encouraged, and we reserve the right to close the vacancy early if a suitable candidate is found.

To apply: Please complete the application form available from [Collingwood College - Application Forms](#)

Closing Date: 8 November 2024

Interviews: Week Commencing 11 November 2024

For more information: Please contact HR 01276457600 or email hr@collingwood.surrey.sch.uk

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification and other checks relevant to the role.

The Department

The Admin Department at Collingwood consists of two receptions/offices – Barossa and Kingston.

Barossa reception/office is based in the Barossa building which is the Tutor base for students in Years 7-9.

Kingston reception/office is based in the Kingston building which is the Tutor base for students in Years 10-11.

Both receptions/offices are extremely busy environments dealing with a range of duties including providing first aid support to students and staff, dealing with internal and external telephone calls, assisting visitors, providing admin support to colleagues etc.

The person

The successful candidate must be a talented, creative and innovative Events and Marketing Administrator who will take the lead on events for the College. Sitting within our Administration Team, you'll be a strategic team player, leading on the rollout and implementation of integrated marketing campaigns and successful event delivery for events such as awards ceremonies, sports days, and red-carpet events. With a creative eye, you'll produce eye-catching collateral that supports the College's ethos and objectives.

You will also be an outstanding administrator with a desire to contribute to all aspects of College life. Strong organisational and communication skills are essential. Applications are especially encouraged from candidates with a strong track record in similar roles elsewhere. A comprehensive handover and any necessary training will be arranged for the successful candidate. Please see the Job description and person specification below for full details.

Probationary Periods

All posts are subject to a probationary period. For support staff this is 6 months. Collingwood College's Probationary Policy is available upon request.

Remuneration and Benefits

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

Access to other benefits including:

- Outstanding facilities, including free on-site parking
- BUPA Healthcare cash Plan
- 24/7 Employee Assistant programme for staff
- Exclusive savings, discounts and offers through Blue Light Card, Discount for Teachers & Green Commute Initiative (Cycle to Work)
- Flexible leave of absence policy
- Eligibility for membership of the generous Local Government Pension Scheme (Further information can be found at [Surrey Pension Fund](#))

Training and Development

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff received the following training:

- Collingwood College Company Induction
- Safeguarding and Prevent Training
- Mandatory and Compliance Training including Fire Awareness and Health and Safety at Work
- Training linked directly to the job role, which may be delivered by other colleagues or external trainers

In addition, staff can have:

- An opportunity to access other training as detailed in the termly training calendar.
- An opportunity to access training outside the college linked directly to your role or career aspirations.
- Other on-line training relevant to the role

JOB DESCRIPTION
EVENTS & MARKETING ADMINISTRATOR

Part time 39 weeks (term time only)

POST:		Events & Marketing Administrator
REPORTING TO:		EA Administration Manager / Deputy Admin Manager
JOB PURPOSE:		To provide, administrative and clerical support.
DIRECT INVOLVEMENT WITH:		Senior Leadership Team, Heads of Faculty, Progress Leaders, Heads of Department, Year Managers, teaching and support staff, Governors, parents, students, and visitors to the College.
KEY RESPONSIBILITIES:	1.	To assist with the planning and organisation of all College events (e.g. awards ceremonies, Sports Day, Red Carpet, performances etc) including: <ul style="list-style-type: none"> • Producing letters or associated documentation for events • Preparation of marketing materials including designing posters using Canva and creating social media posts for events • Updating the PowerPoint presentation for use at Parental Tours and Red-Carpet Events • Updating 6th Form Subject Information leaflets using Canva in readiness for 6th Form Open Evening • Taking photographs of College activities and events for use in communications and marketing. • To produce ParentPay reports and allocate tickets for the yearly production.
	2.	To administer the Parents' Evening System for parents' evenings, academic review days and other parent events e.g. Internet Safety conference, Meet the Form Tutor etc. including producing letters to parents and running of reports following parents' evenings.
	3.	To support the Communications Administrator with updates to social media pages and the College website including proof-reading the weekly newsletter.
OTHER RESPONSIBILITIES:	4.	To assist in providing first aid support to students and staff.
	5.	Operate SIMS and Lesson Monitor as required producing any relevant reports and lists.
	6.	To answer telephone calls, relay messages and deal with enquiries.
	7.	To provide administrative support to other departments and colleagues when required.
	8.	To assist with Parental Tour refreshments including setting up, serving and clearing away.
	9.	To type, photocopy and distribute correspondence, papers and reports as required.
	10.	To carry out other duties as necessary from time to time in accordance with the reasonable requirements of the Principal, SLT colleagues, PA/Administration Manager and Deputy Admin Manager.

PERSON SPECIFICATION

Selection Criteria	Assessment Method
Qualifications	
Essential: <ul style="list-style-type: none"> • GCSE or equivalent level Grade 4 or above in Maths and English • Microsoft Office Desirable <ul style="list-style-type: none"> • First Aid Certificate 	Application form/ Certificates
Experience	
Essential: <ul style="list-style-type: none"> • Excellent IT skills • Knowledge and experience of IT packages such as: Microsoft Word, Excel, PowerPoint and Publisher • Administrative/clerical office experience Desirable: <ul style="list-style-type: none"> • Experience of working in a school environment • Experience of working with young people in a professional capacity. • Previous experience of customer service environment 	Written statement Task/exercise Interview
Professional Knowledge, Skills and Experience	
Desirable: <ul style="list-style-type: none"> • Knowledge of an educational environment would be advantageous. • Experience of working with young people 	Written statement Interview
Skills and Aptitudes	
<ul style="list-style-type: none"> • Able to plan and organise effectively. • Well-developed oral and written communication skills • Good interpersonal skills; able to communicate with people at all levels and in a manner appropriate to the situation. • Demonstrates ability to prioritise and to work in a pressurised environment and to deadlines. • The ability to work on own initiative, as well as being a team player. • Communicates enthusiasm and energy. • Able to maintain confidentiality. • Excellent time-management skills • Sense of humour • Flexible, willing, and reliable 	Application form Written statement Interview