



# WISBECH GRAMMAR SCHOOL

## Marketing and Admissions Assistant (Marketing)

We are seeking a well organised, creative and digitally focused individual to support the Head of Marketing and Admissions in the work of the Admissions Department working to increase admissions across the school and across all channels with a focus on digital platforms, taking specific responsibility for updating the website and overseeing social media.

You will need to show that you can stay plugged into emerging technologies/industry trends and apply them into school operations and activities. The requirement to analyse Admissions data to help shape campaigns and the admissions journey for prospective parents will be a key part of this role.

Being a team player, and supporting the team through admission peaks and troughs with all admissions enquiries and follow through thereafter is essential.

Further details are provided on the Job description.

Applications must be submitted on a Wisbech Grammar School Support Staff application form with a covering letter (no longer than one side of A4) addressed to the Headmaster, Mr Chris Staley. Your application can be supported by a CV. Applications annotated "see attached cv" will not be considered. If you need to ask for more information, please email Sandra Taylor, Head of Admissions and Marketing [SATaylor@wisbechgrammar.com](mailto:SATaylor@wisbechgrammar.com)

Please e-mail your application to [HR@wisbechgrammar.com](mailto:HR@wisbechgrammar.com) or post your letter, and application form to:

Mrs Sue Simmons  
Human Resources Manager  
Wisbech Grammar School  
Chapel Road  
Wisbech  
Cambridgeshire  
PE13 1RH

Closing date: Applications must be received by 12 noon on Monday 7 January 2019