FARNBOROUGH HILL
WHOLEHEARTEDLY

from the Headmistress
Mrs Maria Young MA PGCE

MARKETING, COMMUNICATIONS AND EVENTS ASSISTANT
JOB DETAILS

Background to the School

Farnborough Hill is an independent Catholic day school and a member of the Girls' Schools Association, Independent Schools' Association and CISC. It welcomes pupils and staff of all faiths and no faith, provided they are in sympathy with the ethos of the School.

Located on the Hampshire/Surrey border, the School has excellent transport links, both by train and road being about a 10 minutes' walk from Farnborough Main railway station.

Farnborough Hill is committed to the education of the whole person. The School places great emphasis on the all-round personal growth of its pupils. It aims for academic excellence as well as ensuring that pupils play a full part in school life and have the opportunities to develop their co-curricular interests.

The School offers Academic, Art, Drama, Music and Sports Scholarships at 11+ as well as means-tested bursaries for families in need of financial assistance. Sixth Form Scholarships are awarded on the basis of open examination, as well as for excellence in Creative Arts, Music, Performing Arts and Sport.

In 2026 our A level pupils once again achieved impressive results with an excellent 43% of all grades at A*/A and 72% A*-B. Our GCSE results were also excellent with 42% of grades awarded at 9-8 and 60% 9-7.

The School's aim is to engage wholeheartedly in all activities, challenges and opportunities. This is achieved through our pastoral care and encouragement of each individual. This is a strength of Farnborough Hill and we see it as an essential part of our caring, Christian ethos. Parents greatly appreciate this and see it as an important ingredient when choosing to send their daughters here.

The School is housed in the historic home of the ex-Empress Eugenie of France, to which much purpose-built school accommodation, such as the sports hall, swimming pool, Art and Design Technology Centre, modern laboratories, theatre, a music suite and hockey all-weather pitch have been added, with an inspiring new Sixth Form Centre which opened in September 2022. These facilities sit within approximately 65 acres of parkland making it a tranquil and inspiring place to work, alongside a forward-looking and ambitious Senior Leadership Team and Governing Body.

The Farnborough Hill Trust (Farnborough Hill) is a Registered Charity no 1039443 and a Limited Company no 2941378 registered in England and Wales

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The post of Marketing, Communications and Events Assistant
This new role is an exciting opportunity for a highly organised and creatively minded individual to join our busy Marketing and Admissions team to support the design and delivery of impactful and inspiring campaigns, events and content.

Responsibilities include:

Event Coordination and Delivery
- Assist with the detailed planning, organisation and delivery of admissions and marketing events including Open Mornings, assessment days, taster days and outreach activities
- Prepare all associated event documentation including risk assessments and event requirements
- Distribute invitations to events, coordinate attendee responses and queries, manage reminder and follow up communications
- Liaise with colleagues across the School to gather information for events in a timely manner
- Maintain accurate records of event attendance and collate event data and feedback to support post event evaluation and improvement
- Attend and support all admissions and marketing events which may occasionally take place during the evenings or weekends

Communications
- Liaise with staff and pupils to collate and prepare newsletter content
- Support the preparation and distribution of email campaigns and monitor responses
- Distribute approved press releases
- Help maintain brand consistency across all communication channels including updates to external websites where necessary

Content creation
- Assist with the production of day-to-day School content such as concert programmes, service sheets and PowerPoint slide decks ensuring consistent application of our brand guidelines
- Assist with preparation, ordering, proofing and delivery of marketing materials, merchandise and event resources using InDesign to update and create straightforward marketing assets
- Proofread print, and digital, content for accuracy, consistency and alignment with the School's brand and tone of voice
- Support the Creative Executive with the collection of stories and content from across the School community for marketing purposes
- Draft clear and engaging social media posts for review by the Creative Executive and assist with scheduling and posting of approved social content
- Basic amendments and updates to the School's website as required

Photography
- Support the Creative Executive with straightforward photography of routine school events and basic editing and organisation of images if required, following the School's policies on safeguarding, confidentiality, data protection and photography consent
- Assist with photography shoots, equipment and logistics

Data and reports
- Assist with compiling basic reports on event feedback, website activity and social media engagement
- Maintain up to date mailing lists and contact records on ISAMS for feeder schools and community contacts
- Ensure prospective pupil records on ISAMS are updated after each event
- Handle prospective pupil and family data securely and in accordance with School policies

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We're looking for someone with:

- Experience of providing high-quality administrative and logistical support in a busy team environment
- Experience of collating content, drafting copy and compiling newsletters or comparable communications
- Experience of event administration with a clear understanding of the standards required for high-quality marketing and events delivery
- Experience in social media and an interest in social media analytics
- The skills to undertake straightforward photography, image uploading and basic photo editing
- Proven computer literacy skills across core office packages and able to use (or be willing to learn) Adobe InDesign and ISAMS
- An understanding of the importance of brand identity and proven ability to apply brand guidelines to their work
- An understanding of the independent education sector and awareness of the broader issues involved in working within an educational environment
- A proactive, creative and enthusiastic approach to their work and who is reliable, hardworking with the highest standards of professionalism and a willingness to support others in their roles

The role reports to the Director of Marketing and Admissions. The postholder will also perform such duties as may reasonably be directed by the Director of Marketing and Admissions, including some duties outside normal school hours and away from Farnborough Hill, where required.

This is a full-time, fixed term 12-month contract, with the potential to extend or become permanent. The normal hours of work Monday to Friday, 8.30 am to 4.30 pm including a one-hour unpaid lunch break and 25 days annual leave plus bank holidays. The role will involve attendance at events which fall outside normal working hours and may require occasional local travel.

The salary is dependent upon qualifications and experience. In addition, the School offers: free on-site parking, contributory pension scheme, 'Death in Service' (four times salary paid to next of kin as a lump sum), fee remission for a daughter attending the School, in line with the current policy, subject to the usual standards and procedures for admission

All members of staff are expected to be in sympathy with and supportive of the ethos of the School as set out in the Mission Statement. All members of staff are expected to be fully involved in the life of the School, contributing to co-curricular activities and undertaking responsibility in the tutorial teams.

Farnborough Hill is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will be required to undergo the appropriate DBS Code of Practice check.

Further information about the School can be found on our website. www.farnborough-hill.org

If you require any further information about this post or the School please telephone Melanie Clark, the Headmistress's PA, in the first instance, on 01252 545197.

To apply please complete the Application Form, which is available from our website, and submit it to the Headmistress via email to HMSec@farnborough-hill.org

Please apply as soon as possible as applications will be considered upon receipt; we reserve the right to interview/appoint before the closing date.

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WHOLEHEARTEDLY

Closing Date: 9.00 am on Monday 16 November 2026 – however if interested in applying for the role please submit your application as early as possible as it will be considered upon receipt
Interviews: Interviews will take place on a rolling basis and may take place prior to the closing date
Start Date: As soon as possible

Farnborough Hill is committed to the safeguarding of children and young people and the relevant DBS Code of Practice checks will apply.