



Marketing Officer (Maternity)

Hours:	8.30 am - 4.30 pm, Monday - Friday	Contract Type	Full-time, Fixed-term (up to 13 months)
Salary:	£33,000 - £35,000	Line manager:	Development Director
Start date:	August 2026	Department:	Business Operations

Role Overview and Key Responsibilities:

The Marketing Officer (maternity cover) is responsible for delivering the School's marketing and communications in line with its established strategy, enhancing its reputation and visibility. Reporting to the Development Director, the role works closely with senior leaders and departments to promote the School across digital, print, and event channels. Key responsibilities include managing the website and social media, producing engaging content and publications, and delivering marketing campaigns and promotional projects. The postholder also collaborates with internal teams and external suppliers, supports events and admissions activity, and ensures effective budget and administrative management.

About the Department:

The Marketing function is a central part of the School, responsible for managing all marketing and communications activity to support its strategic objectives and reputation. Working closely with senior leadership, admissions, boarding, and other departments, the Marketing Officer ensures a consistent and effective approach to promoting the School. They operate across a wide range of channels, including digital platforms, publications, events, and outreach activities, to engage key audiences. The Marketing Officer also supports fundraising, alumni relations, and internal initiatives, contributing to the wider life and success of the School.

More House School is firmly committed to safeguarding and promoting the welfare of children and young people.



Kindness

Spirit

Responsibility



Person Specification

Attributes	Essential	Desirable
A bachelor's degree or other Higher Education qualification	X	
Ability to manage promotional projects from concept to completion. Ability to plan, schedule and create content that aligns with brand tone and strategic goals.	X	
Ability to translate a marketing strategy into clear, actionable plans.	X	
Strong organisational skills to manage multiple priorities, deadlines and stakeholders. Strong attention to detail to ensure accuracy, brand consistency and timely delivery.	X	
Ability to create promotional materials, manage timelines and support on-the-day activity. Excellent written communication skills for newsletters, advertising copy, website content and parent communications.	X	
Strong IT skills across Microsoft Office and digital platforms. Website content management skills, including working with CMS platforms and external suppliers.	X	
Strong design skills, with experience using tools such as Canva, Adobe Creative Cloud or similar. Ability to produce engaging visual content for social media, promotional materials and departmental projects.	X	
Confident working with other departments, maintaining accurate records, managing budgets and completing administrative tasks efficiently.	X	
Higher Education qualification relating specifically to marketing / communications / public relations		X
Confidence in identifying new opportunities that support strategic aims.		X
Experience liaising with designers, printers, photographers and other third-party suppliers.		X
Photography skills, including capturing high-quality images during the school day and at events. Experience using Adobe Lightroom, Photoshop and InDesign.		X
Understanding of Google Ads and social media advertising, analytics and optimisation.		X
Experience supporting events such as Open Days, conferences and outreach activities		X



Our People Promise



Wellbeing & Support

- Access to a confidential Employee Assistance Programme for personal and professional support.
- Free use of on-site fitness gym to support your health and wellbeing.



Everyday Convenience & Value

- Free on-campus parking set within the School's beautiful grounds.
- Cycle to Work Scheme to support sustainable and healthy commuting.
- Access to high-street and lifestyle discounts, including teacher discounts and Blue Light Card-style savings, offering reduced prices on shopping, dining, travel, and entertainment.



Great Food, On Us

- Award-winning complimentary meals provided during working hours in the School's refectory.



Pension & Financial Security

- Teaching Staff: Access to a defined contribution pension with a highly competitive 21.3% employer contribution, including Death in Service and Income Protection cover. Eligible employees may alternatively remain in the Teachers' Pension Scheme (TPS), with the option to make up any difference above the 21.3% employer cap via a salary adjustment (further details available).
- Non-Teaching Staff: Membership of the NEST pension scheme, with employer contribution to support long-term financial wellbeing.



Career Development & Training

- A comprehensive induction programme, including a fully funded, nationally recognised Level 3 SEND qualification.
- Ongoing professional development, specialist qualifications, and continuous learning supported through INSET days and training opportunities.



Safeguarding, Equality, and Data Protection

Safeguarding Statement

This role is deemed to be one of working in regulated activity, meaning that the post-holder may expect to come into unsupervised contact with children and young people frequently in the discharge of their duties on-campus. As such, the expectations of conduct, required of all adults working at More House School, apply to this position, as does a full Safer-Recruitment vetting process of any appointee. A key responsibility of all adults working within the School is that of ensuring the effective safeguarding of all children and young people, through adherence to the School's policies; full-training is given.

This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed.

Equal Opportunities Statement

More House School is an equal-opportunities employer. We welcome applications from candidates of all genders and backgrounds. All appointments are made strictly on merit.

GDPR and Data Protection Statement

By applying for this role, you agree that More House School may process your personal data for the purposes of recruitment and selection, in accordance with GDPR / UK GDPR. Information you provide will be used only for assessing your application, progressing the recruitment process, and carrying out any necessary pre-employment checks. Your data will be stored securely, accessed only by authorised staff, and retained in line with our data retention policy. You have the right to access, correct, or request deletion of your personal data at any time. Further details are available in our Privacy Notice.

