

Appointment of Digital Marketing Assistant

May 2026

Information for Applicants



Welcome

Effingham Schools Trust is made up of a small group of schools sharing a Christian ethos nestled in the beautiful Surrey countryside. A family atmosphere pervades the schools where pupils can thrive, staff have fulfilling roles, and parents can be confident in their choice of education for their young people.

In 2019, neighbouring schools St Teresa's and Cranmore formed the Effingham Schools Trust partnership to create a diamond model school, delivering all the advantages of both single-sex and co-education to girls and boys. Manor House subsequently joined the Trust from September 2023, forming a dynamic educational triumvirate.

The partnership allows each school to focus on its strengths whilst retaining its individuality, offering all pupils an extraordinarily rich variety of shared events, facilities and resources. September 2025 saw the opening of the new co-educational Sixth Form on the St Teresa's site, the final part of the forward-looking educational strategy that the Trust has created.



The Role

Are you a graduate looking to begin your career in marketing and would enjoy contributing to a school environment. Effingham Schools Trust is delighted to offer an outstanding opportunity to appoint a Digital Marketing Assistant to work across the Effingham Schools Trust, reporting to the Director of Marketing. This is an exciting time to join a thriving and successful department, and we are looking for an enthusiastic, energetic and organised person to join this friendly and forward-thinking department with a willingness to get 'stuck in' and be an active member of a busy team.

The ideal candidate will have strong organisation and prioritisation skills, with experience of MS Office, Word, Excel, Powerpoint, Canva, Outlook and Adobe Creative suite.



Main Duties & Responsibilities

The Digital Marketing Assistant will work under the direction of the Director of Marketing, to help deliver the Marketing and Communications Strategy across the Trust.

- To assist with the creation of our weekly bulletins across the Trust.
- To write editorial submissions and, where appropriate, take and edit suitable photographs to accompany stories for press and online opportunities.
- Organise images for marketing/sales use.
- Graphic design and image editing skills
- Support the Director of Marketing in the roll out of social media across the schools, assist in creating the content for the relevant social media platforms, planning weekly schedules of postings on different platforms eg. Facebook, X, Instagram, TikTok and LinkedIn for each school.
- Website administration, check on the relevance and accuracy of website content on a daily basis.
- Support the preparation of marketing materials such as newsletters, presentations, and website updates.



Person Specification

Qualifications

- A strong honours degree in Marketing, Communications, Digital Media, or a related field.
- GCSE English and Maths (Grade C or above), or equivalent.
- Evidence of relevant continuing professional development.

Experience

- Experience in creating or editing content for social media, blogs, newsletters, or websites.
- Assisting with planning and running events, open days, or promotional activities.

Knowledge

- Good knowledge of Photoshop.
- A proven interest in digital channels.
- Photography skills.

Skills

- Ability to work effectively under pressure, maintaining accuracy and professionalism during busy periods, incidents and deadlines.
- Excellent organisation and prioritisation skills, with demonstrable experience of MS Office, Word, Excel, Powerpoint, Outlook, Canva and Adobe Creative Suite (Photoshop at a minimum)
- Strong communication skills, both verbal and written.
- Excellent writing skills – demonstrate the ability to write and edit copy for different audiences, including website articles, social media posts, press releases, newsletters, emails, letters.

Personality

- Calm, resilient and dependable when responding to challenges, outages or urgent requests.
- A confident, positive and 'can do' attitude, with enthusiasm for the role.
- Committed to professional development and staying current with emerging technologies, including AI.
- Energetic and creative.
- Reliable and punctual.
- Committed to safeguarding and promoting the welfare of children.
- Genuine interest in digital marketing, social media, and online content.

Remuneration and Benefits

Our staff enjoy working as part of a strong school community. We reward our talented staff with a range of benefits.

Salary: Competitive, depending upon skills and experience

Hours of work: Full time, permanent, 8.30am - 4.30pm. There may be occasional evening or weekend commitments for certain events, so there will be a degree of flexibility on these hours.

Continued Professional Development: All staff have access to professional development training as part of the school's performance development and appraisal process.

Pension Scheme: Generous contributory pension scheme.

Refreshments and lunch: Refreshments and lunch provided during term time.

Cycle to work: Cycle to work scheme for staff members.

Parking: Parking for staff members is provided on site.

Counselling Service:

A free, confidential 24-hour telephone service available 365 days per year.



Application and Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. A Letter of Application addressed to Mr Stuart Field (Headmaster) should accompany the application form.

The letter should indicate your suitability for the post and your motivation for submitting the application. Further information, including examination results and the Independent Schools' Inspection Reports can be found on the Schools' website <https://www.effinghamschools.org>

As part of the Trust's commitment to safeguarding and promoting the welfare of children, any offer of employment to this post will be subject to receipt of a satisfactory Enhanced Disclosure and Barring Service check, along with qualifications, two satisfactory references and a satisfactory response to a Health Questionnaire. **Please note that references will be taken up with shortlisted candidates prior to the interview.**

Closing Date for Applications:	Monday 20th April 2026
Applications should be sent to:	Mrs Karen Babler (Recruitment Manager) k.babler@st-teresas.com St Teresa's School Effingham Hill Surrey RH5 6ST

Effingham Schools Trust is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the disclosure and barring service.

The Trust reserves the right to interview at any stage of the selection process.