



Downe House



CANDIDATE INFORMATION PACK

MARKETING AND
COMMUNICATIONS GRADUATE



Message from the Headmistress

Thank you for the interest you have shown in joining Downe House. I hope this information pack provides a clear overview of the position and of what it is like to work at our School. If you have any queries, please do get in touch - we are always happy to help. I would also recommend visiting our website, where you will find a wealth of information about us.

Downe House is a very special place, where we work together with a shared purpose: to support our pupils in reaching their full potential. There is a strong sense of community here, and every member of staff, whatever their role, plays an important part in our success.

We seek to recruit the very best staff at Downe House, and I could not be more proud of our dedicated team. Our expectations are high, but in return we offer a supportive and friendly working environment, generous benefits, extensive CPD opportunities, and the chance to make a real difference.

I hope you will feel encouraged to apply, and we look forward to hearing from you.

With all good wishes

EMMA MCKENDRICK

About Downe House

Downe House is a leading UK independent day and boarding school for girls aged 11 – 18. Downe has long enjoyed a reputation for delivering a world-class education, focused on outstanding academic and extracurricular provision, and pastoral excellence.

Downe House was founded in 1907 by Olive Willis, who held a strong belief that a school should meet the needs of young women by prizing the individual and creating a strong community. With over 550 pupils, today's Downe House lives out the message that "each individual matters", alongside its Christian foundation and core values of kindness and respect for others. A Downe education sets out to inspire our pupils to succeed – and to prepare them to become inspiring role models as citizens of a global community.

Our immersive education gives girls both the freedom and support to develop their talents and interests. Inspirational teaching, enriching co-curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.

The School has an established reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our families, and girls have the choice of joining us as full boarders, flexi boarders or day pupils. Many of the girls are boarders, and they live in one of the ten on-site boarding houses. The emphasis is very much on creating a 'home from home' environment, and each house is staffed by a committed and caring team – some of whom are residential. Our ethos is to put families at the heart of our education, from creating the right balance between family time, to working in partnership with parents to ensure every girl gets the most out of school life.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange programme with our partner school in Australia. Selected pupils can also participate in our Global Schools Exchange or Global Internships programmes. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international Schools in Oman and the Kingdom of Saudi Arabia.



Working for us

Downe House employs over 450 staff across a wide range of roles, including teachers, administrators, accountants, technicians, school nurses, housekeepers, matrons, and chefs. Working here means joining a welcoming, ambitious, and forward-thinking community where every member of staff is valued for the part they play in shaping the lives of our pupils. As a leading UK independent school with a proud heritage and a modern outlook, we strive to create an environment where students and staff alike can thrive. Colleagues describe Downe House as a place of genuine collaboration, where professional expertise is respected, and development is encouraged at every stage of your career.

Staff benefit from exceptional facilities, a beautiful campus, and strong investment in wellbeing and training. Whether your role is in teaching, pastoral care, administration, or support services, you will be supported by a highly professional team and offered many opportunities to get involved in all aspects of school life. Our culture is shaped by kindness, inclusivity, and a shared belief in the value of holistic education.

At Downe House, you will make a meaningful difference each day, enjoy a vibrant workplace, and contribute to an institution that strives for excellence while remaining grounded in community. We welcome talented, caring, and enthusiastic individuals who want to grow with us and help our pupils flourish.

Inspiring people



The Position

MARKETING and COMMUNICATIONS GRADUATE

START DATE: 27 August 2026 (flexible)

CONTRACT TYPE: Fixed Term 1 Year Contract with possibility to extend or make permanent

SALARY: £24,785.00 FTE
(£22,687.00 Actual for 42 weeks p.a.)

HOURS: 37.5 hours per week for 42 weeks per year (34 weeks of term time plus 8 weeks during school holidays).

REPORTING TO: Head of Marketing and Communications

JOB PURPOSE AND OVERVIEW

We are seeking an enthusiastic graduate who will support our small but high-performing, friendly and supportive Marketing Team to deliver our School's Communications Strategy via various online and offline platforms. You will work efficiently and proactively, prioritising tasks and delivering against the role requirements.

The role exists to provide administration, communication and event support in a learning capacity for those keen to explore all parts of this position and develop their skills. Time will be given to participate in CPD programmes that is offered internally for colleagues, where appropriate for specific areas of interest within the realms of the role.

DEPARTMENT OVERVIEW

Our Head of Marketing and Communications leads a team of four, who are collectively responsible for meeting the strategic aims of the department – broadly, this means ensuring that the School's core messages reach our audience of prospective families. A key aspect of the team's work is creating and delivering a wide range of marketing material and content across a range of media in a fresh, imaginative, timely and professional way. The team works closely with pupils and staff across the school.



MAIN DUTIES AND RESPONSIBILITIES

The responsibilities for this role will depend on the skills and interests of the successful candidate, but will include:

- Supporting the delivery of the marketing and communications strategy, aligned with the School's goals.
- Assisting the Head of Marketing and Communications in producing high-quality, targeted content and materials for online and offline campaigns, promoting the Downe House brand to relevant audiences.
- Working proactively with key stakeholders and external suppliers to design, update, and coordinate visual assets across digital and non-digital platforms in a timely and brand-consistent manner.
- Continuously enhancing the quality, creativity, and value of marketing and communications efforts, collaborating with colleagues and specific departments as required.
- Working closely with other departments within the school, including Admissions and HR, to provide support with marketing campaigns.
- Supporting the planning, organisation and promotion of certain events held at the School
- Additional duties may include supporting social media planning, assisting in the creation of marketing campaigns, undertaking research and tracking marketing analytics.
- The demands of the role are such that working outside standard office hours may sometimes be required, and therefore a willingness to be flexible is essential.



Person specification

- Strong written and verbal communication skills, with excellent attention to detail and ability to proofread efficiently and accurately.
- Strong interpersonal skills with adults and children.
- Creative thinking with an understanding of brand and an ability to make content engaging and appropriate.
- Be organised, efficient, and able to prioritise, multitask and work under pressure.
- Digital literacy with proficiency in Microsoft Word and Excel. Ability to use Adobe Creative Suite (Indesign, PhotoShop, Illustrator) an advantage but not a requirement.
- Excellent communication, interpersonal and people-facing skills and an ability to form excellent working relations with managers and colleagues.
- Interest and ability in photography and/or videography is an advantage but not a requirement.
- Self-motivated, driven and able to act on own initiative, but also keen to work within a close team.
- High levels of integrity and discretion
- Enthusiastic, conscientious and flexible approach.
- Uphold and live the aims and values of Downe House School.
- Willing to keep up to date with developments in the independent education sector, undertaking training as required.
- Be fully committed to safeguarding and promoting the welfare and safety of children.
- Educated to degree level - your degree can be in any subject.

You will be part of a nurturing and supportive but busy and thriving school, where everyone is encouraged to get fully involved in school life. We have Graduate roles in several other departments, so you will not be alone!

Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.

Employee benefits



ANNUAL LEAVE

25 days + Christmas shutdown + Bank Holidays



BEREAVEMENT SUPPORT

practical, probate & emotional support



COMMUNITY & SOCIAL

regular social events for staff & family



CPD

weekly opportunities for learning & development



EMPLOYEE ASSISTANCE

confidential advice & counselling service



EYE TEST

free eye test & contribution towards glasses for regular VDU users



FLU VACCINATIONS

annual on-site free vaccinations



FREE MEALS

daily nutritious & delicious meals



EMPLOYEE REFERRAL REWARD

£300 for successful referrals



FEE REMISSION

generous discounted fees



GROUP INCOME PROTECTION

75% salary



GYM

free access to on-site gym & discounts at local gyms



HEALTH & WELLBEING

a range of health benefits i.e. Virtual GP & Online Physiotherapy



LIFE INSURANCE

3 x salary



LINE MANAGER SUPPORT

in house workshops & Aspiring Middle Leaders programme



LOCATION

well connected, within easy reach of A34 & M4



PARKING

plenty of onsite parking



PENSION

generous employer contributory schemes



SWIMMING POOL

access to heated on-site swimming pool



TECH

Microsoft showcase school using leading technologies




WORKING ENVIRONMENT

beautiful semi-rural campus on 104 acre estate



CYCLE TO WORK SCHEME

savings on purchasing a bicycle & accessories for commuting purposes



“I benefitted hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the best possible route for each student, this is true of their approach to their staff as well.”

“Downe House is a very busy, vibrant and exciting place to be a part of. The expectations within my role are high, but I have felt very supported since I started, and there is a tangible culture of collaboration and kindness at the school.”

“I’m enjoying being part of such a supportive team and a community that empowers young women to succeed. Downe House’s reputation and beautiful setting make it a truly inspiring place to work.”



Inspiring girls

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www.downehouse.net



Downe
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