



MARKETING AND EVENTS ASSISTANT

Part time position - 0.6 to 0.8 FTE, fixed term for two years

Job Description



Marketing and Events Assistant

We are seeking a proactive, highly organised, and enthusiastic Marketing and Events Assistant to support the successful delivery of the School's events programme and assist with a range of marketing and communications activities.

The primary focus of this role is the coordination and delivery of School events, including Open Mornings, Admissions events, taster days, and alumnae events. You will be responsible for supporting all aspects of event administration and logistics, ensuring visitors, families, staff, and guests enjoy a professional and welcoming experience.

Working under the direction of the Director of Marketing, you will also assist with marketing communications activities, and provide administrative support across the department. You will work closely with the Director of Marketing, Marketing team, Admissions team, and wider School community, providing practical support for the planning, organisation, and delivery of events, while assisting with day-to-day marketing and communications activities as required.

This is an excellent opportunity for an organised and people-focused individual who enjoys event management, stakeholder liaison, and delivering high-quality experiences.

About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrates 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with 820 pupils aged between 3 and 18. The Prep School has 220 pupils aged 3 to 11 and the Senior School 600 pupils aged 11 to 18, of whom some 165 are in the Sixth Form and 150 are boarders aged 11 to 18. The School is situated in a 23 acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#) along with Parent Testimonials which can be found [here](#). Those seeking employment at St Catherine's may also be interested in the leaflet on the employment package we offer which can be found [here](#).





Key Responsibilities

Events Planning and Delivery

- Assist with the planning, organisation and delivery of School events throughout the academic year.
- Coordinate event logistics, including venue preparation, room layouts, signage, catering, equipment, parking arrangements, and visitor information.
- Prepare event documentation, schedules, briefing notes, name badges, presentations, guest lists, and visitor packs.
- Liaise with internal departments, teaching staff, suppliers, and external partners to ensure the smooth delivery of events.
- Coordinate event planning schedules and timelines.
- Support the recruitment, organisation, and briefing of staff and student ambassadors involved in events.
- Maintain accurate event records.
- Attend School events as required, including occasional evenings and weekends.
- Support event set-up, delivery and breakdown activities.
- Welcome visitors and prospective families, acting as a professional ambassador for the School.
- Assist with guided tours and admissions-related activities when required.
- Support post-event evaluation through attendance reporting, feedback collection and recommendations for future improvements.

Admissions and Visitor Engagement

- Provide practical support for Admissions events and prospective parent activities.
- Ensure visitors receive a positive, professional and welcoming experience.
- Respond to routine event and visitor enquiries and direct requests appropriately.
- Support the production and distribution of admissions and event materials.

Marketing and Communications Support

- Assist with the coordination and distribution of marketing materials and publications.
 - Support the collection of stories, photographs and news items from across the School.
 - Assist with proofreading and checking marketing and event communications.
 - Help maintain consistency across printed materials and event communications.
 - Assist with the production and distribution of promotional and event-related materials.
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Key Responsibilities (continued)

Administrative Support

- Maintain records, databases and filing systems relating to events, and marketing activities.
- Coordinate stocks of event materials, visitor packs, signage and promotional literature.
- Assist with processing purchase orders, invoices and budget administration.
- Prepare meeting papers, briefing documents and presentation materials where required.
- Assist with the administration of marketing and events projects across the department.
- Undertake other duties consistent with the nature and level of the role as requested by the Director of Marketing.





Personal and Professional Qualities

The successful candidate will demonstrate:

- Excellent organisational and administrative skills.
- Strong attention to detail and the ability to manage multiple priorities effectively.
- Excellent interpersonal and communication skills.
- Confidence working with a wide range of stakeholders, visitors and external suppliers.
- A professional, friendly and welcoming manner.
- Strong problem-solving abilities and a proactive approach.
- The ability to remain calm and effective in a busy event environment.
- The ability to work independently and collaboratively as part of a team.
- Flexibility to support occasional evening and weekend events.
- Good IT skills, including Microsoft Office applications.

Essential

- Experience of coordinating events, projects or administrative activities.
- Strong organisational and time-management skills.
- Excellent written and verbal communication skills.
- Experience of working with multiple stakeholders and managing competing priorities.
- Confidence representing the School in a professional and welcoming manner.
- A flexible approach to working hours, including attendance at occasional evening and weekend events.

Desirable

- Experience working in a school, education or customer-facing environment.
 - Event management experience.
 - Experience supporting admissions, hospitality or visitor engagement activities.
 - Photography and videography skills, including basic filming and video editing.
 - Experience using databases, booking systems or content management systems.
 - A marketing qualification, relevant degree or equivalent professional experience.
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Remuneration

- **Salary:** £30,000 FTE (salary pro-rated for part-time)
- **Working Pattern:** 3-4 days per week, 0.6 – 0.8 FTE (exact working pattern to be agreed with successful candidate)
- **Contract:** Fixed-term for two years, Part-time, Year-round

Other Benefits

- Generous pension scheme with a choice of contribution rates:
 - Employee 3%, St Catherine's 8%
 - Employee 4%, St Catherine's 10%
 - Employee 5%, St Catherine's 12%
- Health Cash Plan
- Fee remission for daughters attending the school
- Lunch provided during term time
- On site parking
- Cycle to work scheme





Applications

Please submit your application online via **My New Term** by **10am on Monday 12th October 2026**.

Please note: applications will be reviewed on a rolling basis, and interviews may be scheduled prior to the closing date. Early application is strongly recommended.

St Catherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to child protection screening, including checks with past employers and an Enhanced DBS with Barred List check. St Catherine's is an equal opportunities employer.

Thank you for your interest in St Catherine's School.

A handwritten signature in black ink, appearing to read 'Emma Watson'.

Emma Watson, Head
September 2026



St Catherine's School

BRAMLEY

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Patron: Her Majesty The Queen
Registered Charity Number: 1070858