



Cumnor House
School



Marketing & Admissions Executive (Immediate Start)

At Cumnor House School, we pride ourselves on encouraging a genuine love for learning. From a very young age, we support our children in their development of a sense of curiosity, open-mindedness, perseverance, reflection and critical thinking. This thirst for growth and knowledge is one that stays with them throughout their school years, meaning they enter each stage of their lives best prepared for the challenges and opportunities ahead.

The opportunity

The post-holder will report to the Head of Marketing and Admissions and will also work closely with the School Business Manager. They will be the first point of contact for prospective families, ensuring that all enquiries are dealt with efficiently and with the utmost professionalism. The post-holder will maintain accurate data pertaining to current and prospective pupils and families across our four sites, providing accurate and timely reports on pupil enrolment, new joiners, nursery session changes and withdrawals. In addition, this post-holder will manage the delivery of the annual marketing campaign plan, organising events, marketing campaigns and delivering the social media strategy.

Who are you?

The successful candidate will ideally have experience of marketing and sales, ideally in a school environment but may be from another industry.

Remuneration

- Competitive salary depending upon qualifications and experience
- Free coffee and tea supplied throughout the day
- School fee discount
- Free lunch
- Exclusive third party discounts

Application Process

Completed forms can be submitted electronically to recruitment@cumnorhouse.com or by post and marked for the attention of the Facilities Manager. All candidates are required to submit a completed application form – CV's will not be accepted. **Advert closes on 1st December.**

Address: 1 Woodcote Lane, Purley, Surrey, CR8 3HB.

Part of Cognita Group - www.cognita.com Cognita Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer Recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.