



MOUNT

ST MARY'S | BARLBOROUGH HALL

Marketing & PR Manager

Salary:	Up to £36,000 per annum commensurate with level of experience
Working Weeks:	52 weeks
Working Days:	Full time, 40 hours per week, Monday to Friday, 8.30am to 5pm
Location:	Mount St Marys College
Other benefits:	Pension Scheme, Private Healthcare Scheme, free parking and lunch, Childcare vouchers, 33 days annual leave including bank holidays

Mount St. Mary's College/Barlborough Hall School is a special community with a proud history and a bright future, where staff and pupils work hard to achieve success and rewards. Nestled in beautiful and spacious private grounds in the North East Derbyshire village of Spinkhill, Mount St Mary's College is an independent Jesuit day and boarding School for boys and girls aged 11-18. Barlborough Hall School, a leading independent Nursery and Prep School, sits in beautiful tranquil surroundings, an ideal environment where children feel safe and happy. The staff are a community who are genuine in their commitment to the needs of the students and the School as a whole.

We are seeking to appoint a Marketing & PR Manager who is proactive with a natural talent to network and build relationships. They will be responsible for the design and implementation of a strategic marketing plan for the School. The successful candidate will work with the Executive Team to formulate, promote and execute strategic whole School marketing campaigns while raising the School's profile through focused public relations initiatives. They will have a close working relationship with the Admissions team to increase student recruitment through the production of targeted marketing plans and campaigns across the key admissions areas of the School; the Enterprise Manager for the promotion of all commercial activities undertaken by the School's trading company. The Marketing & PR Manager will have responsibility for the Events officer, a role that is currently vacant.

The School values diversity and strives to promote equality at all levels, including its employees, students and customers. Applications are welcome from all sections of the Community.

Mount St Mary's College is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. Offers of employment will be subject to an enhanced disclosure and barring service (DBS) check.

Closing date: Noon, 18th January 2018

For further details and to download an application form please visit our website <http://msmcollege.com/about-us/join-the-team> . CVs will not be accepted. Completed applications should be returned by the closing date to hr@msmcollege.com

Please note if you do not hear within 4 weeks of the closing date, you can assume you have been unsuccessful.

Headmaster: Dr Nicholas Cuddihy B.Rel.SC., MSc.,Ed.D

Mount St Mary's College
College Road, Spinkhill, Nr Sheffield S21 3YL

(t) 01246 433 388

(e) headmaster@msmcollege.com

Headteacher: Mrs Karen Keeton BMus (Hons) PGCE

Barlborough Hall School
Park Street, Barlborough, Chesterfield S43 4ES

(t) 01246 810 511

(e) headteacher@barlboroughhallschool.com

(w) msmcollege.com

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Mount St Mary's College, Spinkhill, S21 3YL

