



CHRIST THE KING  
SIXTH FORMS

CTK Emmanuel  
Blackheath, SE13 5GE

CTK St Mary's  
Sidcup, DA14 6BE

CTK Aquinas  
Brockley, SE4 2NL

We are keen to appoint an enthusiastic Marketing Assistant with a genuine passion in supporting students to achieve their full potential. Join our sixth forms where you'll be central to our mission to help London's most ambitious students achieve success.

## Marketing Assistant (Full time, Maternity Cover)

Start Date: June 2022

Salary range: £22,729 – 23,464 (inclusive of London Weighting)

Christ the King Sixth Forms is a family of three highly successful Catholic sixth forms located in south east London and Kent. Offering exceptional, expert teaching in a welcoming, friendly atmosphere, each CTK sixth form creates an environment where high achievement is promoted and attained.

We are seeking to appoint a Marketing Assistant, who will support the development and delivery of a range of marketing activities and events, designed to promote the College. This is an exciting time to join Christ The King following the recent launch of our specialist sixth forms. This will be a cross site role with the primary location being at our St Mary's site.

You will undertake a range of marketing activities, including producing creative marketing materials, assisting in the delivery of the marketing and communications strategy and managing the Sixth Form digital and social media accounts, as directed by the Marketing and Communications Director. The role is to cover a period of maternity leave.

*Join us to be inspired, be extraordinary, and be the best you can be.*

For an application form and further details, please visit the vacancies page of our website  
<https://www.ctk.ac.uk/vacancies/>

Christ the King Sixth Forms is committed to equality, diversity and inclusivity. We encourage applicants from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply.

If you have any queries, please contact us at [recruitment@ctksfc.ac.uk](mailto:recruitment@ctksfc.ac.uk) or 02082979433.

**Closing Date: 10am Monday 23<sup>rd</sup> May 2022**

**Interviews: Wednesday 25<sup>th</sup> May 2022**

*Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.*



INVESTORS IN PEOPLE™

## Job Description and Person Specification

Job Title: Marketing Assistant

Responsible to: Director of Communications & Marketing

**Core Job Purpose:** To assist the Director of Communications & Marketing in daily administrative and marketing activities in order to ensure the smooth running of the marketing department.

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This main activities and responsibilities are to:

- 1.1 Produce creative marketing materials and literature in line with the marketing plan
- 1.2 Support with the coordination of digital communication
- 1.3 Using website analytics to ascertain the relative effectiveness of ongoing campaigns and understand the way users interact with the site
- 1.4 Assist in managing the social media accounts
- 1.5 Organise and preparing items for marketing mail outs, roadshows or promotional events/activities
- 1.6 Cover and report on Christ the King events, activities and prepare news stories for publication
- 1.7 Provide support for marketing events and exhibitions as required
- 1.8 Keep the website up-to-date and post new content
- 1.9 Maintain accurate records and well-organised admin systems to ensure information is stored accurately.
- 1.10 Liaise with a range of people, ensuring that communications are accurate and reflect the efficient operation and ethos of the Sixth Form.
- 1.11 Use computer functions and packages such as Teams, PowerPoint or Excel expertly as required.
- 1.12 Support and contribute to a range of administrative functions as required.
- 1.13 Taking part in professional development activities including appraisal.
- 1.14 Promote equal opportunities for students and staff.
- 1.15 Undertake other tasks as required by the Deputy Principal or Executive Principal after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

## **2 Person Specification/Selection Criteria**

The post-holder will be expected to be able to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Form.
- 2.2 A good standard of education to A Level or equivalent.
- 2.3 Highly proficient in the use of Microsoft Office applications especially Teams, Word, Excel and PowerPoint.
- 2.4 The ability to work with and manipulate data for a range of purposes.
- 2.5 The ability to complete tasks independently within agreed timescales.
- 2.6 Strong organisational and time management skills, with the ability to prioritise tasks.
- 2.7 Flexibility and the ability to work calmly, under pressure and to have a good sense of humour.
- 2.8 A positive, confident manner with strong oral and written communication skills.
- 2.9 The ability to work effectively in a team and with a range of people.
- 2.10 An understanding and interest in the education environment, particularly as it relates to young people.
- 2.11 The ability to communicate well with young people and to have an understanding of some of the challenges they face.
- 2.12 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.