



FINTON HOUSE SCHOOL

Marketing Assistant
CANDIDATE INFORMATION

WELCOME FROM THE HEADMASTER

Finton House School holds a special place in the hearts of all those who have been here, either as a pupil, a parent or as a member of staff. It is a unique school combining a warm child-centric environment with a high focus on wellbeing and values while also achieving outstanding academic results. This is in the context of a broad intake entry, increasingly rare for Prep schools in the area, and a specific objective to include children with special education needs who can thrive in a mainstream environment. Inclusion is part of the fabric of Finton House, together with a focus on building an understanding of our roles in the Community around us and our duty to contribute. All this is down to the culture, care and commitment of our highly experienced staff who get the best out of every child from those that need early support in specific areas to the more able who should be stretched.

Working here is deeply rewarding and often a great deal of fun - after all, happiness is the key to a successful education. Everyone works hard to maintain the school's success and outstanding reputation, while in the knowledge that protection of their own wellbeing is taken very seriously.

Ben Freeman
Headmaster



ABOUT FINTON HOUSE

Finton House is a thriving independent co-educational prep school for 350 children aged 4-11. Located near Wandsworth Common in South West London, Finton House has a broad intake in an inclusive environment where children are prepared to thrive in an ever-changing world. The school's commitment to pastoral care is as strong as its commitment to providing an outstanding education, and its academic achievements at 11+ speak for themselves: at Finton House, every child can shine bright.

Finton House was founded in 1987 as a charitable trust on the principles that there should be no academic selection for entry into Reception and that all the children, including those with special educational needs, should enjoy a completely inclusive, nurturing environment. These principles underpin the educational experience at Finton House. The school has a strong reputation for nurturing mixed ability cohorts of children to experience the joy of learning and develop their skills, knowledge and wellbeing. The impact and success of a Finton education is evident in the number of children waiting for a place to join in Reception or for an occasional vacancy in all Year groups, and the remarkable success of pupils being awarded places and scholarships into a wide range of selective independent senior schools.

The school motto "Open Hearts and Guiding Hands" sums up the warm and caring relationships that the school promotes in a nurturing learning environment, in order to provide the most complete education.





THE ROLE

Reporting to: The Head of Marketing Communications & Development

Overview of the Role: The Marketing Assistant will provide support to ensure successful delivery of the strategic plan.

Salary: £28,000-£30,000 - dependant on experience.



MAIN RESPONSIBILITIES

MARKETING

- Support the marketing of the school as required, including photographing events and activities for newsletters, the website and social media;
- Create invitations and ticketing on Toucan Tech in relation to events.
- Support recording, upload and distribution of School Podcasts
- Be responsible for digital signage throughout the school, updating screens with relevant content and photos (including the daily lunch menu).
- Support the production of the weekly e-newsletter, editing articles and sourcing photographs for inclusion.
- Maintain and develop the School website, keeping it up-to-date with current information (staff lists, policies, fees, curriculum etc) and news stories.
- Maintain the School's photographic library, attending key events as photographer throughout the year, and co-organise the School's annual individual photograph day. Be responsible for adding to and maintaining lists of pupils whose names or images may not be used on various platforms and ensure that staff are aware of these pupils.
- Support the School's presence on social media platforms.
- Provide timely support for the admissions function, particularly at busy times such as Open Days etc. For example, sending out prospectuses, helping with uniform admin, individual photographs, etc.
- Support teachers with subject specific media and branding paperwork (poster, brochures, programmers and certificates etc.)





DEVELOPMENT

- Assist with the School's Development Database ("Toucan Tech") including but not limited to adding data, updating records, logging donations and communications and creating contact to improve development and alumni operations.
- Assist with the planning and delivery of a calendar of events for the alumni and current parent community e.g. reunions, parent drinks etc. and ensure they are delivered to a high standard;
- Actively promote membership of the Old Fintonian Association, growing membership through networking with pastFinton pupils and parents.
- Compile and distribute a termly e-newsletter to the alumni community and post regular alumni news on the fundraising website;
- Track and maintain data, utilising all information available to research the school community and record systematically and accurately in the fundraising database.
- Maintain confidentiality of information in line with GDPR guidelines and following the Fundraising Regulator code of conduct.
- Collate for '171 Magazine', the annual publication for Old Fintonians including running appeals internally for information and support with stories and/or potential donors.



SAFEGUARDING

The duties and responsibilities outlined may be subject to change based on the school's needs and priorities. We reserve the right to modify or amend the job description at any time, in consultation with the employee, to better align with our school's goals and objectives.

Finton House Educational Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. Details of all checks are to be found in our Recruitment, Selection & Disclosures Procedure which is available on the school's website.

B E N E F I T S

- 30 days' holiday (full time equivalent)
- Finton House operates a generous defined benefit pension scheme for all employees. Support staff are enrolled into Scottish Widow with an employer contribution of 7.5%
- All permanent employees benefit from Life Insurance covering Death in Service to a value of 2 times salary.
- All permanent employees benefit from Income Protection insurance should the employee fall ill, providing support during long term illness.
- Employees have the option to buy into the group medical insurance provided through Aviva. This covers a wide variety of treatment including optical and dental.
- Permanent employees benefit from a staff discount on fees for all children attending Finton of 65% (pro rata).
- Lunch is provided to all employees during term time, alongside access to refreshments throughout the day.
- The School participates in both a Cycle & Technology Scheme allowing employees to benefit from favourable purchase terms and tax efficiencies.
- All employees have access to an industry leading Employee Assistance Programme offering employees and their dependents access to wellbeing resources including counselling and legal advice.
- Staff Loans are available for training courses and travel support.
- Finton operates a lively social life with regular staff events alongside traditional mentoring and support.





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