



GSA: Independent Day School for girls aged 2 - 18

Marketing & Communications Officer

Full Time, All Year Round

Alderley Edge School for Girls is seeking to employ a talented and creative communicator to join its successful team as Marketing & Communications Officer. Reporting to the Director of Marketing as well as working collaboratively with the Admissions Officer, you will have a keen eye for developing engaging and exciting content, thrive within a fast-paced environment and will have exceptional customer service skills as you welcome new families to Alderley Edge School for Girls.

As a passionate brand champion, you will work directly with the Director of Marketing & Development to create multi-channel, cross-platform content. You will be adept at developing internal and external communications and publications and will have exceptional IT skills including being able to use Adobe Creative Suite. Experience of the education sector and media would be beneficial though not essential. An operational understanding of social media and good photography skills are essential.

Situated in the heart of rural Cheshire but easily accessible from the vibrancy of Manchester City Centre, Alderley Edge School for Girls is a high-achieving, academic and dynamic school with a committed staff body and hardworking, motivated pupils.

Alderley Edge School for Girls is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

The Recruitment Pack and Application Form are available to download from the School's website: <https://www.aesg.co.uk/edge-life/job-vacancies>. A completed application form and accompanying letter of application should be sent to:

Mrs N Smillie, Headmistress
Alderley Edge School for Girls
Wilmslow Road
Alderley Edge
Cheshire SK9 7QE

E: staffrecruitment@aesg.co.uk
Tel: 01625 583028

Closing date for applications: 12 noon, Wednesday 20 March 2024.

Interviews will be held week commencing 25 March 2024.

If you have not been contacted by the interview date, your application will have been unsuccessful.