

ST MARGARET'S PREP



ST MARY'S CALNE

ADMISSIONS EVENTS COORDINATOR

AT ST MARGARET'S PREP & ST MARY'S CALNE

SEPTEMBER 2025 - TERM TIME (+4 WEEKS), 40 HOURS PER WEEK



APPLICANT PACK

CLOSING DATE: 09.00 WEDNESDAY 25TH JUNE 2025



Head: Mrs Anne Wakefield

St Mary's is an exceptional boarding and day school for girls aged 11 to 18. It is a place where students feel appreciated, celebrated, and understood by friends and staff alike. We inspire girls to achieve academically, discover and nurture their unique talents, and create lifelong friendships.

St Mary's shares its site with St Margaret's Prep, also home to the Bluebirds Nursery, enabling us to welcome children from 2 to 11 years. St Margaret's is a vibrant co-educational day school offering inspirational learning to approximately 180 pupils.

As well as innovative teaching, learning and a wide co-curricular programme, both schools offer outstanding pastoral care and, joined by the St Mary's School Sports Club, offer a warm inclusive community.

Our site provides an exceptional working environment surrounded by landscaped and natural outdoor spaces in the heart of the Wiltshire countryside. Our staff are talented and motivated and show deep dedication to fulfilling the potential of each of our students, both in and out of the classroom.

We are committed to safeguarding and promoting the welfare of pupils. Due to the nature of the work involved, successful applicants are required to undertake an Enhanced DBS check and a number of initial online safeguarding courses.

[We look forward to receiving applications from skilled candidates with experience of planning and running events to support our Marketing and Admissions teams across both schools.](#)



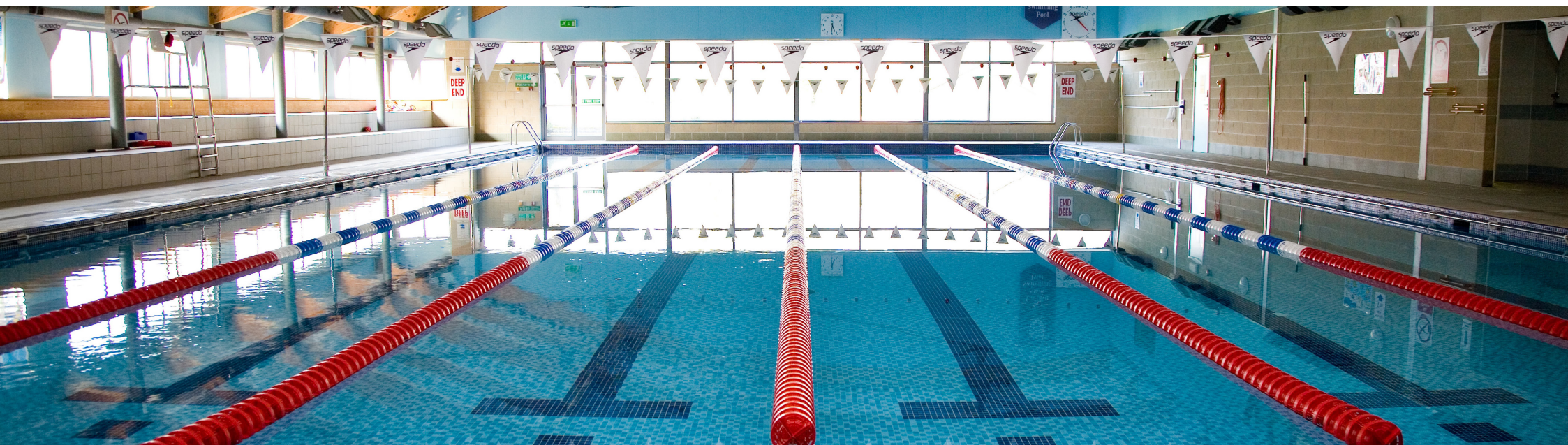
Benefits of Working With Us

Our schools are set in their own attractive 24 acre grounds and boast a homely atmosphere and friendly, supportive colleagues.

With a new structure introduced in September 2024, the Head, Anne Wakefield, leads both schools with support from Head of Prep, Alex Hopkins, and the Leadership Team across both sites, making this an exciting time to join our team.

The benefits of working at St Mary's Calne & St Margaret's Prep include:

- An Employee Assistance Programme offering free services and access to experts to aid professional and personal life, such as legal and finance advice in addition to health, well-being and medical support
- A pension scheme with generous employer contributions (Scottish Widows)
- Employee Life Cover (death in service benefit)
- Discounted membership of the on-site St Mary's Calne Sports Club, offering a variety of fitness classes including yoga, pilates, zumba & spinning, plus use of the gym and swimming pool, all included in the membership
- Complimentary meals in the Dining Hall during term time
- Free on-site parking
- Use of the School Shop and Library



Terms of the Role

- Full time (40 hours), term time +4 weeks (39 contracted weeks per year) starting September 2025 with one handover week in August (paid with September salary) .
- Salary starting from £25,397 (FTE) dependent on skills and experience. Term time salaries are pro-rated for actual working weeks and are inclusive of 5.6 weeks holiday pay.
- Flexibility to attend evening and weekend events (planned and agreed in advance).
- Normal working hours are 40 hours per week, 08.30-17.00 with 30 minutes unpaid lunch break (lunch is provided in the dining hall during term time).
- Hours worked outside 'normal hours' will be off-set against weekly hours or taken as lieu, whichever is more appropriate to each event.
- Reporting to the St Mary's Head of Admissions.

Job Summary

The Admissions Events Coordinator plays a vital role in supporting both schools with their pupil recruitment and engagement strategy. This position is responsible for the planning, coordination, and delivery of high-quality admissions events that reflect the values and ethos of the schools, ensuring a welcoming and warm experience for all visitors.

In addition, the role involves building and maintaining strong, positive relationships with prep schools and overseeing the communication and events for prep schools.



Key Responsibilities

Event Coordination

- Plan, organise, and deliver a calendar of admissions-focused events, including open mornings, taster days, taster events for prep schools, tours, and information evenings.
- Ensure all events are advertised in a timely manner, welcoming, and professionally executed, reflecting the school's values and high standards.
- Liaise with internal departments (teaching staff, facilities, catering, etc.) to ensure smooth coordination and delivery of all event logistics.
- Collect and analyse post-event feedback to inform improvements and measure success.

Prep School & Feeder School Engagement

- Act as the primary liaison for prep and feeder schools, building positive, long-term relationships to support recruitment objectives.
- Coordinate visits, workshops, and outreach events in collaboration with academic staff and the wider admissions and marketing team.
- Maintain a strong presence within the prep school network through regular communication and event attendance.

Admissions Support

- Work closely with the Admissions teams to understand key recruitment objectives and tailor events and outreach accordingly.
- Support the admissions journey by ensuring prospective families are welcomed, informed, and engaged throughout their experience with the schools.

Communications and Promotion

- Collaborate with the Marketing teams to promote events and outreach activity via appropriate channels (website, newsletters, social media, printed materials).
- Represent the schools positively and professionally at all times.
- Assist in the creation of event-related content, such as invitations, follow-up emails, and prep school communications.

General

- Attend relevant school functions and events, occasionally outside of standard working hours, as required.
- Contribute to wider marketing and admissions initiatives as needed, particularly during peak admissions periods.
- Uphold the schools' safeguarding policies and act in accordance with all professional standards and expectations.
- Administrative duties as required.



Experience

- Previous experience in event planning, coordination, or marketing—ideally within an educational, hospitality, or customer-facing environment.
- Demonstrated ability to build and maintain strong relationships with a range of stakeholders, including families, school staff, and external partners.
- Strong organisational skills with the ability to manage multiple tasks, prioritise effectively, and meet deadlines in a fast-paced environment.
- Confident communicator with excellent written and verbal skills, comfortable presenting and representing the school to diverse audiences.
- Proficiency in Microsoft Office and experience with databases, CRM systems, or event management software.
- A flexible approach to working hours, with availability for occasional evening or weekend events. TOIL given when appropriate.

Person Specification

- Warm and personable.
- Highly organised.
- Proactive and self motivated.
- Interested in the education sector.
- Committed to delivering excellence.

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures which includes undertaking necessary training. An enhanced DBS check is required for every member of school staff, this will be carried out by the school on appointment of a new staff member. For information, extracts from the school's Child Protection policy are appended on the final page of this document.

In addition, there is an expectation that other duties may be required from time to time, as reasonably requested by the Head.



Further Details and How to Apply

Research tells us that applicants (especially those from under-represented groups) can be put off from applying for a role if they do not meet all the criteria. If you think you would be a good match for this role and can demonstrate some transferable experience please apply, regardless of whether you tick every box.

Further information about the schools and sports club may be viewed on our websites:

www.stmaryscalne.org www.stmargaretsprep.org.uk www.smcsports.co.uk

In order to ensure that all applicants are assessed equally and fairly, and to ensure compliance with our safer recruitment procedures, applications will only be accepted on a school application form which can be downloaded from the Vacancies page of the school website or can be sent on request from:

Clare Oatley, HR Administrator (Recruitment)

recruitment@stmaryscalne.org | St Mary's School, Calne, SN11 0DF | 01249 857 264

A fully completed [application form](#), together with a covering letter explaining your suitability and/or vision for the role, should be sent to the above email address. Receipt of an application will be acknowledged as soon as possible.

Closing date for applications: 0900 Wednesday 25th June 2025

Proposed interview date: w/c 30th June 2025 (exact day TBC)



Appendix 1: Extract from Child Protection Policy

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our pupils, regardless of sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation. We follow the child protection procedures set out by Wiltshire's "Safeguarding Vulnerable People Partnership". We understand the need to engage with the Safeguarding Vulnerable People Partnership and the statutory duty to cooperate if the school is named as a relevant agency. We have regard to statutory guidance issued by the Department for Education "Keeping Children Safe in Education 2024" and are aware of our obligations under the Human Rights Act 1998 and Equality Act 2010. Our policy takes full regard to "Working Together to Safeguard Children 2023" (WT), "What to do if you are Worried a Child is Being Abused (2015)" and the National Minimum Boarding Standards (2022).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the physical and mental health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- » are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- » should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

September 2024

