|  |
| --- |
| **Marketing and Communications Officer**  **8.00am – 5.30pm**  **Salary: £36,000 P.A.**  **30 days holiday per year + Bank holidays** |
| **Required ASAP**  **Closing Date: 12.00pm 26th September 2025**  **Applications will be considered as received and before the closing date** |

We are seeking a dynamic, driven and creative Marketing and Communications Officer to join our team at Gatehouse school. Working alongside the Admission department this role will be pivotal in developing and executing the strategic marketing plan. The role will be key in enhancing the schools’ brand visibility, attracting prospective families and engaging with various stakeholders. Strong attention to detail, a proactive mindset and a willingness to try new things are essential qualities for this role.

Gatehouse School, which is part of the Phyllis Wallbank Educational Trust, is a flourishing, non-selective, independent school in the heart of the East End. We are proud of our inclusive and friendly ethos which sets out to provide the best education possible for children, establishing a modern outlook on primary education while ensuring that it retains the key values on which it was first founded.

The successful applicant will benefit from being part of a professional, supportive staff team as well as a competitive salary package.

**APPLICATION PROCESS**

**Applications should be submitted using the Gatehouse application form provided. Please complete the form and return by post or email to deputy.**[**bursar@gatehouseschool.co.u**](mailto:bursar@gatehouseschool.co.u)**k**

Equal Opportunities

We aim to promote and ensure equality of opportunity and equal treatment for all. We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender identity, ethnic origin, disability, age or sexual orientation.

Gatehouse School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo the child protection screening appropriate to the post, including checks with previous employers, social media/online checks and the Disclosure and Barring Service.

Gatehouse School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. The protection of our students from abuse is the responsibility of all staff within our school, superseding any other considerations. Gatehouse School complies with the Department for Education Keeping Children Safe in Education (2024) guidance and all potential employees will undergo vigorous vetting checks to ensure their suitability. This post is exempt from the Rehabilitation of Offenders Act 1974; the successful applicant will be expected to undertake a satisfactory disclosure.