

Hampstead Fine Arts College: Job Description



Personal Assistant, Marketing Administrator, Receptionist

Salary: £30,000 - £35,000 per annum dependent on experience

Working days/times: 40 hours per week, Monday to Friday, 8.45am to 4.45pm

Start: August 2025

Holiday: 30 days

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Role	Personal Assistant, Marketing Administrator, Receptionist
Accountable to:	Principal & Head
Accountabilities	<p>Personal Assistant</p> <ul style="list-style-type: none">• Acting as first line of the contact for the Principal/Head, using discretion and tact to ensure telephone callers and visitors receive a professional response and are dealt with by the appropriate person.• Diary management.• Arranging travel as required.• Providing high level secretarial service which will include organising meetings, minute taking and producing documentation in a timely manner and drafting correspondence in relation to standard requests.• Responsible for ensuring that agendas/papers are prepared sufficiently in advance for meetings.• Assisting the Principal/Head with any duties as/when required. <p>Marketing</p> <ul style="list-style-type: none">• Requesting and reviewing quotes for marketing materials.• Anticipating marketing needs, and communicating with the team to ensure materials and content are prepared and orders placed in advance for stock and print e.g. letterhead, envelopes, prospectus packs, subject lists, fee cards, newsletters, any other marketing materials.• Proof reading and fact checking of marketing materials.• Administrative support for marketing material creation including open day cards, prospectus brochure, adult evening courses, fee and subject cards, newsletters and any other marketing materials.• Website content updates as required.• Managing social media channels.

	<ul style="list-style-type: none"> • Be the point of contact to liaise between the Principal, Marketing Assistant, Dukes and any third-party agencies used for marketing purposes. • Termly reporting on marketing updates and analytics for Governors. • To comply with the Data Protection Act and GDPR regulations, ensuring permissions are in place before any publications are made. <p>Reception/ Admin</p> <ul style="list-style-type: none"> • As often the first point of contact, to be welcoming, approachable, efficient and courteous. • An excellent telephone manner, take comprehensive messages and deal with them in a timely manner. • Ensure working area is kept GDPR safe, tidy and welcoming. • Ensure the safety and security of the college including managing visitors' book. • Liaise with academic and support staff to share student information as required. • To provide support to administrative team and SLT, e.g. with mail and student reports. • Assisting with preparation for Open Days, Parents' Evenings and social events. • Tours of the College for prospective families. • Administrator for Adult evening courses and trips. • Admin support for extra-curricular student trips. • Minuting meetings as required. • Helping Principal and Academic Deputy Head with timetable queries. • Any other duties given by the Principal/Head as required. <p>Pastoral</p> <ul style="list-style-type: none"> • Sharing in the pastoral responsibility for all students in the College, liaising where appropriate with Tutors, Heads of Year and the Senior Management Team. • Maintaining good order and discipline among students, safeguarding their welfare, health and safety at all times when they are the responsibility of the College. Being familiar with the College policies on child protection, discipline and health and safety. <p>General</p> <ul style="list-style-type: none"> • Sharing in supervisory duties and general duties; upholding good standards of behaviour, dress and punctuality among students and staff. • Attending and contributing to as is reasonable, other College activities, events and trips, playing an active part in wider aspects of College life.
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Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.
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Person Specification

Skills Required

Decision making skills: the ability to solve problems and make decisions	Essential
Teamwork: the ability to work collaboratively with others	Essential
Communication skills: the ability to make points clearly and understand the views of others, communicating with students, parents, staff, SLT, Dukes Education and visitors.	Essential
Self-management skills: the ability to plan time effectively and organise oneself well. Strong analytical mind.	Essential

Qualification/Attainment

Good honours degree	First or upper second	Desirable
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Experience

Experience in a marketing position	Desirable
Experience of working within a school	Desirable

Attitude/approach

Ability to enthuse students	Essential
Possess a positive attitude	Essential
Flexible and firm with the ability to know when to be either	Essential
Enjoy rising to the challenges inherent in a College environment	Essential