



MHS
Reigate

MARKETING AND ADMISSIONS
ASSISTANT
CANDIDATE PACK

Moon Hall School is a leading independent day school in Reigate for bright dyslexic children aged 7-16. We are specialists in teaching pupils with specific learning differences and provide tailored education that nurtures confidence, creativity and academic success. We pride ourselves on:

- Outstanding pupil support and small class sizes
- A nurturing, warm and inclusive atmosphere
- Innovative teaching practices and a commitment to pupil wellbeing
- Nationally recognised leadership in dyslexia education
- A vibrant and growing school community with exciting future development – including sixth form, international centres and CPD training hubs

Moon Hall is not just a school – it is a movement to reshape the way we see learning differences.

MOON HALL INTRODUCTION



Moon Hall School's history started in 1985 when the school was set up by Mrs Berry Baker. Mrs Baker recognised that local schools were not able to provide an appropriate and positive environment for her eight-year-old dyslexic son. They did not have the knowledge required to help him and meet his specific learning needs; although a bright child, mainstream schools did not understand his learning style, and he had not responded well to their teaching methods or provision. Mrs Baker was already a qualified teacher and encouraged by a friend, also with a dyslexic child, she established a school in her own home, Moon Hall. Within four years she had twelve pupils, the maximum permitted for home teaching. With more applicants than places, a move was necessary. Mrs Baker and the other parents of the original Moon Hall students realised that the interests of the children would best be served if they could have all the skills of a specialist dyslexia school within mainstream education. Moon Hall School, Reigate is now well established on-site at Burys Court and provides a full GCSE curriculum together with a wide range of sporting and other activities. Since the first lessons at the kitchen table, our ethos and values remain and over 1000 children have benefitted from a Moon Hall education. Our remit is to provide the environment, understanding and strategies to equip bright children with the confidence and ability to overcome the barriers they will face.

OUR AIMS AND ETHOS

Moon Hall School, Reigate provides a supportive school environment for dyslexic children where expectations for diligence and achievement are high. We enable our pupils to take full advantage of their intellect and talents by learning how to manage their dyslexia.

OUR VALUES

Our ethos is underpinned by the basic values of: Tolerance Courage Respect Resilience Integrity. We practise and teach our pupils these values as well as those of democracy, diversity and equal opportunity. We welcome pupils of all religions and of none. We know that in the right environment, with the right support and encouragement, all our pupils are capable of achieving their potential, both in their personal development and academically. Our pupils are girls and boys, aged 7-16, from many of the Southeast counties. The pupils are encouraged to embrace their wonderful and often creative way of thinking and celebrate – not fear – their dyslexia. Our school's primary purpose is to educate and support our pupils and to ensure their wellbeing. We can only achieve these objectives for our pupils with highly committed, professional staff. We aim to work as a collegiate organisation with mutual respect for and reliance on, the contribution made by each other. Our staff have the knowledge and expertise to help our pupils succeed and excel in the learning environment that we provide. As a school, we understand the difference and know how to make a difference.



JOB TITLE: Marketing and Admissions Assistant

RESPONSIBLE TO: Head of Marketing

THE ROLE:

Purpose of the Role

The Marketing and Admissions Assistant will support the delivery of the School's marketing, admissions and communications strategy, ensuring that all prospective families receive an outstanding and professional experience. The post-holder will assist with the smooth running of the admissions process, the creation of high-quality marketing materials, and the coordination of events that promote the School's ethos and values.

Key responsibilities

Admissions

- Act as a welcoming and professional first point of contact for prospective parents, responding promptly to enquiries by telephone, email and in person.
- Support the admissions process from initial enquiry through to enrolment, maintaining accurate and up-to-date records on the School's admissions database/CRM.
- Arrange and support visits, tours, taster sessions, assessments and interviews, ensuring that families receive timely and clear communication.
- Assist in the preparation of admissions documentation, including prospectuses, information packs and offer materials.
- Support the organisation and delivery of Admissions events such as Open Mornings, welcome events and transition activities.
- Produce regular reports and data summaries for the Director of Marketing and Admissions as required.



JOB TITLE: Marketing and Admissions Assistant

RESPONSIBLE TO: Head of Marketing

Marketing and Communications

- Assist in the creation and scheduling of content for the School's website, social media channels, newsletters and other publications.
- Gather stories, images and information from across the School to support key communications.
- Help maintain and update the School's online presence, ensuring that content remains accurate, engaging and aligned with brand guidelines.
- Support the development of marketing materials, working with internal staff and external suppliers as necessary.
- Assist with photography, videography and the organisation of creative assets.

Events and Community Engagement

- Assist in the planning, coordination and delivery of a variety of School events, including Open Days, productions, celebrations and community events.
- Provide administrative and operational support during events, ensuring that visitors receive a high standard of hospitality and information.
- Liaise with staff across the School to ensure the smooth running of events and activities.

This job description is not exhaustive and may be amended from time to time in consultation with the post-holder to meet the changing needs of the School.





JOB TITLE: Marketing and Admissions Assistant

RESPONSIBLE TO: Head of Marketing

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all responsibilities tasks and duties. The jobholder's actual responsibilities, tasks and duties might differ from those outlined in the job description and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Safeguarding

Our school is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS Check (List 99, Declaration of Fitness to Work, Self Declaration). As an equal opportunity employer, we welcome applications from all sections of the community.

This post will be subject to an enhanced DBS Disclosure.





JOB TITLE: Marketing and Admissions Assistant

RESPONSIBLE TO: Head of Marketing

SKILLS AND COMPETENCIES REQUIRED

ESSENTIAL

Excellent written and verbal communication skills, with a warm, confident and professional manner.

Strong organisational and administrative skills, with the ability to prioritise and manage multiple tasks.

High level of accuracy and attention to detail.

Competent IT skills, including Microsoft Office/Google Workspace and social media platforms.

Ability to work collaboratively within a small and busy team, as well as independently.

Flexible approach, including the ability to support occasional events outside normal working hours.

DESIRABLE

Experience in a marketing, admissions, or customer-facing administrative role.

Experience gained working in an independent school

Previous experience working within an independent school or educational environment.

Familiarity with CRM systems or digital marketing tools.

Basic design or content-creation experience (e.g. Canva, Adobe Creative Suite).

Photography or videography skills.



Apply Now



GENERAL REQUIREMENTS

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You comply with Moon Hall School's legal duties for Health and Safety. It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Moon Hall School is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with School and local Safeguarding Board stipulations



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START DATE: AS SOON AS POSSIBLE



Apply Now



GENERAL REQUIREMENTS

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are 'spent' unless they are 'protected' under the DBS filtering rules) in order to assess their suitability to work with children.

Moon Hall School exists to provide a quality all round education for pupils aged 7 – 16 and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process. We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview. We may also carry out online searches for shortlisted candidates.

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