

MARKETING AND SCHOOLS COORDINATOR

Person Specification

Attributes	Essential	Desirable
Qualifications	HNC or equivalent level of qualification in an appropriate area.	Additional marketing qualifications. European Computer Driving Licence.
Experience	Experience in a sales, marketing or promotions environment. Strong IT skills particularly Word and PowerPoint. Experienced in maintaining accurate records systems. Experience of planning processes - demonstrable organisational and planning skills.	Experience in education/school environment. Experience of dealing directly with service users Involvement in events organisation or management. Experience in student recruitment and support.
Skills/ Knowledge	Effective and confident communicator – able to build positive relationships internally and externally. Ability to manage own workload and schedule.	Knowledge of qualifications frameworks and curricular areas.
Other	Flexible attitude to work. Enthusiastic and motivated.	Driving Licence.

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