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**Administration and Marketing Assistant**

**Job Description**

**Located:** Beaconsfield

**Salary:** £12.50 per hour

**Start date:** September 2016

**Reporting to:** Managing Director

**Hours**

* 21 hours per week during state school term times (3 days) – 9am – 4pm
* 5 hours per week during state school holidays (1 day) - 10am – 3pm

**It is key to point out that whilst marketing is in the title this is very much an administrative role**

**Introduction**

Fagus is an exciting new educational resource created by the team at Beech Lodge School to support children’s social & emotional development see: [www.fagus.org.uk](http://www.fagus.org.uk)

Fagus has been trialled in schools in the North of England. It has been launched to schools in Berkshire, Buckinghamshire and Oxfordshire and we are now rolling out our sales across the country.

**The Role**

We are looking to recruit an Administration and Marketing assistant to proactively assist and support the Managing Director in all day to day administration and marketing activities. This is a visible and active role within a very small professional team that you will contribute to the success thereof.

**Key responsibilities:**

1. **Assist with implementation of a marketing strategy via;**
   1. Direct mail - liaison with design and print agencies.
   2. Social media (Twitter & Facebook)
   3. Seminars and Exhibitions – organisation of promotional materials and presence at shows.
   4. Liaison with Press & PR agency
2. **Co-ordinate sales** 
   1. Deal with incoming telephone and email sales enquiries
   2. Database management
3. **Customer Relations**
   1. Use of Customer Relationship Management System (CRM)
   2. Regular emails/bulletins to existing customers
4. **General Administrative and Office duties**

**You must:**

* Be able to use ICT effectively including: Microsoft Outlook, Excel and Powerpoint
* Have relevant experience and/or a keen interest in the subject matter
* Have good administrative and organisational skills
* Have good communication skills
* Have good levels of literacy, numeracy, spelling and grammar
* Be pro-active with a helpful and positive nature and a ‘can-do’ attitude!

*NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated and required by the management of the business to meet ongoing needs of the organisation on an ad-hoc basis*

Please send an up to date CV to:

Sue Smith

Fagus

13 Home Farm

Honey Lane

Hurley

Berkshire SL6 6TG

Or email:

[Fagus@beechlodgeschool.co.uk](mailto:Daniela@beechlodgeschool.co.uk)

**Deadline for applications is 15th July 2016**

For more information please email [Fagus@beechlodgeschool.co.uk](mailto:Fagus@beechlodgeschool.co.uk) or call 01628 879384