



St Swithun's
WINCHESTER

Marketing Events Officer

Required from 6 July 2026

Full time (some reduced working in the
school holidays would be considered)





St Swithun's
WINCHESTER

Welcome from the Headmistress

Thank you for your interest in St Swithun's!

We are proud to be a High-Performance Learning School and a member of the Fellowship of World Class Schools.

The High-Performance Learning philosophy is that:

- **High achievement** is an attainable target for everyone;
- **Intelligence** is not fixed; we can all become cleverer;
- **High performers** are made, not born, they work for it.

HPL involves the systematic and explicit encouragement and empowerment of students to develop the ways of thinking and ways of behaving that will equip them for success both in school and beyond. It is the cornerstone of our philosophy.



Jane Gandee, Headmistress

We are also a girls' school and as such we expect and support all our students to **enjoy and excel** in a range of subjects and activities according to their interests and not their gender. We seek to be free from unhelpful stereotyping and to offer genuinely limitless education.

Further, we are a high trust community, and we try always to behave with a seriousness of intention and a lightness of touch. We believe the best of staff and students and often see our expectations exceeded and a joke cracked along the way.

If this short introduction resonates with you, we will very much welcome an application from you.





St Swithun's
WINCHESTER

Our school

St Swithun's School, Winchester is a leading GSA and HMC school offering day, weekly boarding and full boarding for 520 girls aged 11-18. The senior school has six boarding houses for full and weekly boarders, with separate houses for those in their first year and those in the upper sixth. There is also an adjoining IAPS Prep School for girls aged 3-11 with a co-educational nursery.

The girls benefit from excellent teaching, sporting and recreational facilities. St Swithun's is academically selective and regularly appears in the top 30 schools in the national league tables.



Our Location

The school is set on a campus of 45 acres overlooking the Hampshire Downs and within the South Downs National Park. The school is within walking distance of the centre of Winchester, and less than an hour from central London.

Winchester and its surrounding areas offer outstanding local cultural, historical, sporting and entertainment opportunities in addition to fantastic access to outdoor pursuits. Southampton, Portsmouth, Salisbury and Bournemouth are all easily accessible.



St Swithun's
WINCHESTER

Our ethos



St Swithun's is an appropriately academic school which means that we celebrate intellectual curiosity and the life of the mind, but not to the exclusion of all else. We expect our pupils to develop individual passions and through them to acquire a range of skills and characteristics. These characteristics will include a willingness to take risks, to question and to debate, and to persevere in the face of difficulty. In the words of Samuel Beckett: "Ever tried. Ever failed. No matter. Try again. Fail again. Fail better." If a girl can immediately excel at everything, we ask of her, we as educators must set the bar higher.

We want all pupils to learn about life beyond the school gates, to appreciate the rich variety of our world, to develop an understanding of compassion and to value justice. We encourage all pupils to become involved in fundraising and community work. They should appreciate how their decisions and their actions can affect those around them.

By the time a pupil leaves St Swithun's she will be well-educated, courageous, compassionate, committed and self-confident with a love of learning, a moral compass and a sense of humour.



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WINCHESTER

Our community

St Swithun's was founded in 1884 by Anna Bramston, daughter of the Dean of Winchester, and Christian values underpin our approach to education. We provide a civilised and caring environment in which all girls and staff are valued for their individual gifts and encouraged to develop a sense of spirituality and of kindness.

We believe that kindness and tolerance are at the heart of any fully functioning community. Our staff are friendly and supportive, and the school is committed to supporting the wellbeing and professional development of its employees.



The school is committed to maintaining the vision of its founder by offering bursaries for girls who would otherwise not have the opportunity of a St Swithun's education.



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WINCHESTER

Our facilities



School buildings are modern and well equipped. As well as academic classrooms and science labs, there is a magnificent performing arts centre with a 600-seat auditorium, a music school, an art and technology block, sports halls and a full-size swimming pool.

We have recently started the first phase of a major project to create new indoor sports facilities. Information about our Active Lives project can be found [here](#).

There is an impressive library, higher education and student guidance department and ICT facilities. The grounds are spacious and encompass sports fields, courts and gardens.

The School is registered as a Company Limited by Guarantee and as a charity and has a wholly owned subsidiary company (St Swithun's School Letting Company Limited).

A separate charity, **Bramston Foundation**, looks after our transformational bursary programme.



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WINCHESTER

Marketing Events Officer

Role overview

We are seeking an enthusiastic, creative individual with excellent organisation skills to join our marketing team as a Marketing Events Officer in our marketing department, supporting both our senior and prep schools.

Our marketing department is a collaborative and supportive team, led by the Head of Marketing and Communications and including marketing and communications officers, a marketing assistant, and this key events role. You will report to the Head of Marketing and Communications and work closely with admissions colleagues across both schools, helping to create a welcoming and engaging experience for prospective families.

In this role, you will lead the planning and delivery of a variety of internal and external events, including open days, admissions events and community activities. This is a fantastic opportunity to use your project management skills and play an important role in bringing our schools to life for visitors.

We are looking for someone with strong organisational skills, creativity, and a positive, proactive approach. Ideally you will already have events experience, or experience in an aligned area.



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WINCHESTER

Marketing Events officer

Key responsibilities

Key requirements of the role:

- To preserve the St Swithun's brand values, ensuring consistent communications and delivery of events.
- To form good working relationships with teaching and boarding staff to secure their support in helping to promote both schools.
- To form good working relationships across the school, particularly with facilities, catering, performing arts centre and IT services teams to ensure events are delivered to a consistent and professional standard.
- To organise a wide range of events including open days, feeder school events, current parent receptions, prospective parent hospitality, exhibitions, conferences and boarding taster events.
- In consultation with the head of marketing and communications, to provide occasional assistance to other departments with events in the school calendar.
- To communicate with stakeholders, booking event space, catering and AV equipment, arranging travel and preparing signage, materials, name tags, registration lists and literature packs as required.
- In collaboration with the marketing team, admissions, academic and boarding staff, to manage the production of presentations and other event content.
- To gather feedback on events to evaluate success and seek improvements.
- To liaise with the operations team to ensure external visitor compliance.



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WINCHESTER

Person specification

We are looking for a candidate with a knowledge of, or working experience in, a marketing or events role. Ideally our preferred candidate would have a degree in a related field, but this is not essential.

These are the key skills and qualities we are looking for in our successful candidate:

- Strong attention to detail and an absolute commitment to delivering consistently high quality.
- Event project planning and management skills.
- Ability to manage multiple projects and stakeholders simultaneously.
- Excellent verbal and written communications skills.
- Excellent organisation skills.
- Exceptional people skills, self-motivation and the ability to relate quickly and easily with pupils, parents and staff.
- The ability to prioritise and meet deadlines.
- Excellent time and task management skills with a proven ability to make things happen in a busy, pressurised and professional context.
- Empathy with the ethos and aims of the independent school sector and of St Swithun's in particular.
- An understanding of the motivations, attitudes and aspirations of parents, children and other stakeholders in the community interested in independent education.

These qualities will be assessed through application, references and during the interview process.



St Swithun's
WINCHESTER

Terms and conditions and application process

TERMS AND CONDITIONS

The Marketing events officer role is permanent and full time. The usual hours of work are Monday to Friday 08.30 – 17.00, all year round. We may consider a candidate looking for reduced working during school holiday periods. Evening and weekend work will be required when events are being held, time off in lieu will be given. The salary for this role is expected to be £29,541 FTE.

The school offers a range of benefits, which currently include:

- A generous contributory DC pension scheme
- Free membership of the school swimming pool and free or heavily subsidised access to a range of activities on site including yoga, Pilates and strength and conditioning.
- Discount on school fees
- Refreshments and meals in the school dining room during term time
- Access to an employee assistance programme

APPLICATION

The closing date for applications is Monday 8 June 2026

Please complete our online application form which can be found [here](#).

For any queries about the role or the application process, please contact the HR

Department:

Telephone: 01962 835798

Or email: recruitment@stswithuns.com

Applications will be considered as they are received, and we reserve the right to close applications before the closing date.



St Swithun's
WINCHESTER

Child protection and safeguarding

“St Swithun’s is committed to safeguarding and promoting the welfare of children.

All staff are expected to share and support this commitment, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.”

Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Head ensures that the recommended procedures are followed when recruiting staff.



St Swithun's
WINCHESTER

Equal opportunities

St Swithun's welcomes applications from candidates from a diverse range of backgrounds. The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work collaboratively with others will also be processes or.

St Swithun's is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals processes or make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully fully, age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

If you have questions about our recruitment processes or would like any support to access our recruitment process fully, please do contact us at

recruitment@stswithuns.com.



St Swithun's
WINCHESTER

Explanatory notes

Application Form

Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.

In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and will not rely on references provided by the applicant or on open references or testimonials.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.



St Swithun's
WINCHESTER

Explanatory notes

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

At least two forms of identification, i.e. current driving licence (including photograph), a passport, a full birth certificate or marriage certificate, a utility bill or financial statement showing the candidate's current name and address. These must be issued within the last three months and provide verification of address. Documentation confirming their national insurance number, where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary - photocopies or certified copies are not sufficient.

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- A check of the DfES barred list database, and the Protection of Children Act List as appropriate.
- A satisfactory DBS disclosure.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness appropriate for the job's requirements.
- A written declaration that neither they nor anyone in their household is disqualified from working with children.
- Verification of professional status, such as GTC registration, QTS Status (where required), NPQH.
- Verification that the teacher/applicant is not subject to a prohibition order issued by the Secretary of State.
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).