



*Space to discover*



*Space to grow*



*Space to belong*

# Admissions & Marketing Assistant

## Candidate Information Pack





# WELCOME TO SIBFORD

A co-educational day and boarding school for pupils aged 3 - 18. Empowering young people with the skills, self-belief, and spirit to take their place in the world

Sibford is a place where we aim to nurture ambitious learners who shape their worlds with their creative, compassionate and questioning minds, where your career journey can flourish alongside the growth of our exceptional students.

In our commitment to individuality, we recognise that employees, much like our students, are diverse in their approaches and strengths. At Sibford, you're encouraged to be adventurous, curious, creative, confident, and above all—be yourself.

Rooted in Quaker values, our approach to teaching is grounded in truth, integrity, equality, community, peace, simplicity, and sustainability. These values are not just words on paper but living principles that underpin the distinctive characteristics of Sibfordians.

In the nurturing, safe, and supportive environment we cultivate, you'll find a space where your potential has no limits. Here, there's no ceiling on your ability to inspire and shape young minds, both academically and personally. Tolerance and consideration towards each other are not just encouraged; they are integral to our community ethos.

Our curriculum is as diverse as the talents it aims to nurture. We pride ourselves on traditional academics, creative arts, technology, and horticulture, in small, dedicated classes, inspiring and stretching each individual, guiding them to discover their own talents and embrace their authenticity.

Sibford is more than just a school; it's a place where employees are partners in the growth and development of future leaders and citizens. If you're seeking an environment that values creativity, agility, resilience, positivity and empathy, we warmly invite you to consider joining us at Sibford.

A candidate pack can only convey so much. Come and meet us in person—experience the genuine warmth and vibrancy that defines our educational community.

Looking forward to the prospect of welcoming you to the Sibford family.

**Rebecca Evans, Head**



# Our Vision and Ethos

## Our mission

To nurture ambitious learners who shape their worlds with their compassionate, creative and questioning minds.

## Our vision

To empower future generations who live adventurously in the world and take responsibility to improve it.

## Our ethos

### Endeavour

- I take responsibility for my learning journey, striving to give my best in all lessons and activities.
- I have the resilience to take accountability for my mistakes and recognise they help me learn and develop.
- I take pride in my work and approach all my lessons ready to learn by being punctual, organised and prepared.

### Respect

- I respect myself, my surroundings and those around me.
- I show integrity by being truthful, reflecting on my decisions and making wise choices.
- I actively listen, value the perspectives of others and seek stillness even amid the activities of daily life.



### Community

- I actively help others and the community.
- I am responsible for an environment where equality is valued and I treat everyone how I want to be treated.
- I understand my responsibility to display stewardship and make the world a better place.

### Kindness

- I advocate for inclusivity and try to include everyone in my lessons and activities.
- I actively try to consider and understand how someone else may be feeling and respond with kindness.
- I look for peaceful resolutions to disagreements, never using words or actions to deliberately hurt others.



# Our Approach

We believe that academic success is driven by outstanding pastoral care and a vibrant and well-rounded education.

A focus on the individual needs of each child is central to our approach. Small class sizes with dedicated teachers nurture, inspire and stretch students, giving them a chance to unearth their talents and truly know themselves. Our open and calm environment gives them the space, confidence and mindset to work to their full potential.

We have a dedicated SEN department with a fantastic reputation for their pioneering work. Neurodiversity is part of the rich and eclectic world we live and all the better for it. We believe that embracing and adapting to this diversity should just be an integral part of any school's approach.

We celebrate and champion the diversity of humans, aiming to offer our students a rich and varied curriculum and opportunities to experience and explore diverse skills and interests. As an independent school, we welcome the opportunity to enrich our curriculum, encouraging students to follow their own path, whether it's a traditional academic one, creative arts, technology or horticulture. Placing huge value on co-curricular activities, we actively develop a rich timetable of activities that above and beyond offering new skills and knowledge, inspire great friendships and instil a strong sense of belonging.

A well-rounded education teaches students a wealth of brilliant life skills, from creative thinking, agility, and resilience to leadership, collaboration, and emotional intelligence – all essential in guiding their growth into good citizens and life-long learners.





# The Role

Part time up to 25 hours per week - term time only (plus 2 weeks)

Up to £25,000 FTE (pro rata for part time/term time hrs) dependent on experience

Sibford School are now seeking an Admissions and Marketing Assistant to play a key role within the Admissions and Marketing Team. This is a new role which will contribute to the school's growth and success by supporting the its recruitment and admissions processes, assisting at events and focussing on ensuring a high standard of admissions administrative support.

The role will predominantly be weighted to admissions, although marketing assistance will be required at key times throughout the year. Key responsibilities include

- Proactively responding to prospective families and following up on enquires, via phone, email, and in-person, providing information about the school and the admissions process and answering queries.
- Arranging admissions events
- Processing student applications and maintaining student records
- Website Administration
- Event Coverage, Content Creation and internal branding.

The successful candidate must have:-

- Proven experience in a similar administrative role, ideally within an educational environment
- Excellent communication and interpersonal skills
- Strong organisational and time management skills
- Proven experience using Microsoft Office Suite, Canva, website CMS platforms (WordPress) and an understanding of design principles.
- Some photography and videography skills, including video and picture editing for social media and internal use would be advantageous, but not essential, as training can be provided.

# The Person

Requirements	Essential	Desirable
<b>Educational attainment</b>	GCSE Level or equivalent in English and Maths	
<b>Knowledge required</b>	Good knowledge of managing administrative processes	Administrative procedures in a school environment
	Previous knowledge and of organising events and promotion on social media	
<b>Experience</b>	General administrative experience in a busy working environment.	Experience of working in an educational establishment
	Strong proficiency in software packages - Microsoft Office Suite, Canva, website CMS platforms (WordPress) and an understanding of design principles.	
	Working accurately with confidential and sensitive data	
	Ability to prioritise effectively in a busy environment	



# The Person

Requirements	Essential	Desirable
Skills and aptitudes	A team player who is comfortable collaborating with colleagues across the school.	
	Creative and adaptable, with a proactive approach to problem-solving.	
	Passionate about education and committed to upholding the school's values and ethos.	
	Strong organisational and time management skills	
	Creative and adaptable, with a proactive approach to problem-solving.	
	Highly organised, handling the fast-paced demands of a busy working environment while maintaining high standards of quality and professionalism	Photography and videography skills

# Safeguarding

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

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

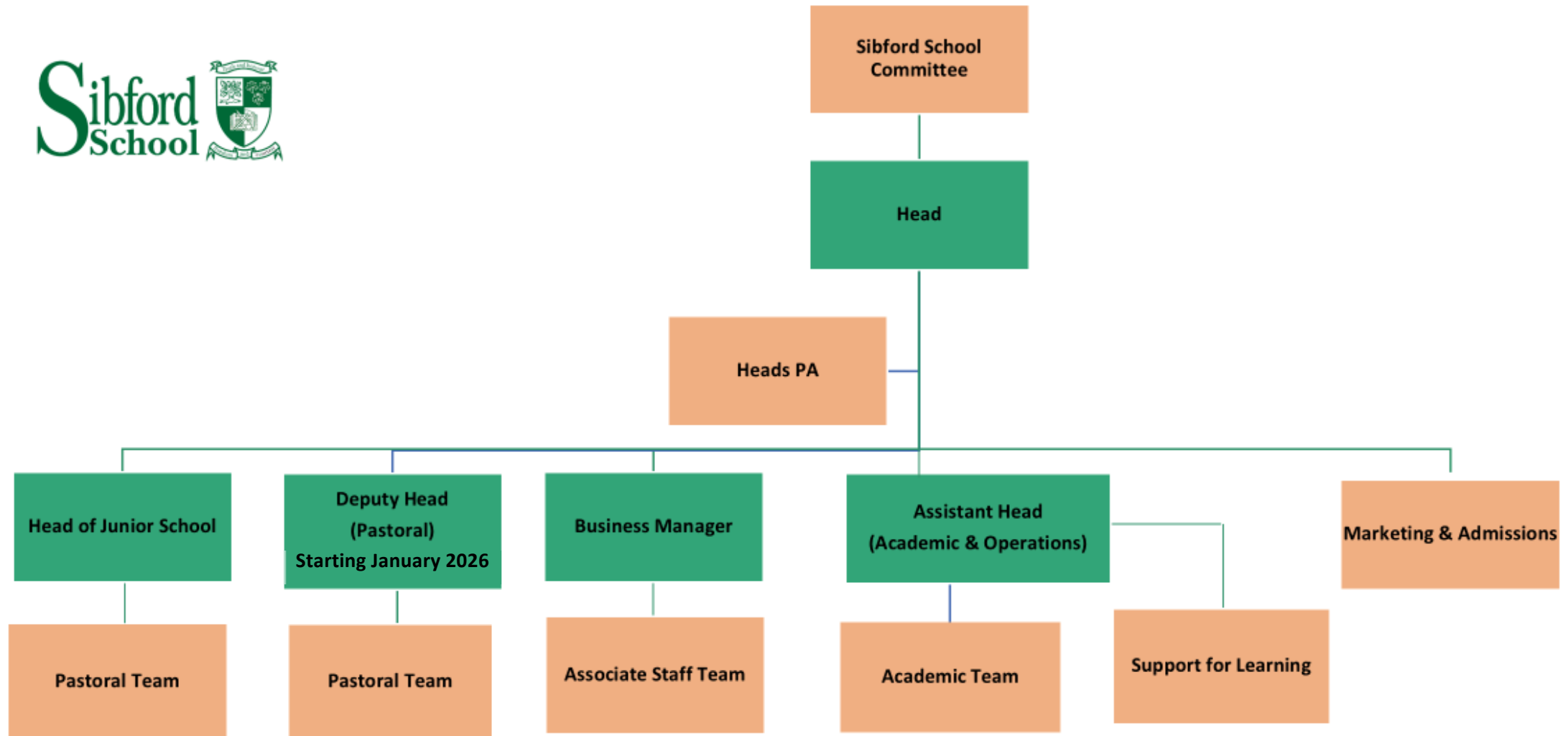
The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media accounts, as part of their application.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.





# School Staffing Structure



# Summary of Key Responsibilities

- Managing enquiries – Proactively responding to prospective families and following up on enquires, via phone, email, and in-person, providing information about the school and the admissions process and answering queries.
- Arranging admissions events - Assisting with the planning and execution of open days, entry and assessment days, school tours, and other admissions events
- Processing applications - supporting the Registrar in managing applications, including collecting necessary documents, arranging assessments, and issuing offer letters.
- Maintaining student records – Uploading student documents and maintaining student information within the school's database ensuring accurate and up-to-date data entry and reporting
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- Building relationships - Work closely with the Admissions Registrar to ensure we provide an outstanding customer journey for all prospective families; developing and maintaining positive relationships with prospective families, feeder schools, and other relevant stakeholders.
- Compliance – Assisting with ensuring the school's compliance with relevant regulations and policies, particularly for international students
- Website Administration - Execute minor changes to the school's website, including updating content and ensuring the information is accurate and timely.
- Design & Print Management: Assist with producing internal publicity materials and resources, liaising with designers and collating copy for publications such as event programmes, The Sibfordian, handbooks and course guides.
- Event Coverage & Content Creation - Support in attending internal school events (e.g. days, performances) to support in obtaining high-quality photos and videos for use on social media and internal communications. Support in creating and editing media content in liaison with the Marketing Manager ensuring all materials align with the school's branding guidelines.
- Alumnae - Growing and maintaining the alumnae database. Sourcing, writing and posting alumnae stories on the School website and social media feeds. Production of the annual alumnae magazine under the direction of the Marketing Manager.
- Internal Branding - Develop and maintain internal marketing materials to enhance the appearance of school corridors, common areas, and noticeboards, creating a visually engaging environment that reflects the school's culture and values.



# Living in Oxfordshire

Whilst Oxfordshire and the Cotswolds are beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to the area.

Oxfordshire offers a wonderful quality of life, blending picturesque countryside with the vibrancy of a historic and culturally rich city. With charming villages to explore, walks in the Cotswolds to enjoy, the county provides something for everyone. The area is particularly attractive to families seeking a balanced lifestyle with access to excellent amenities.

Oxford itself is a world-renowned city, known for its beautiful architecture and prestigious university. It's a place where tradition meets innovation — from centuries-old libraries and colleges to cutting-edge research and technology hubs. The city boasts a wide range of independent shops, cafes, and restaurants, as well as theatres, museums, and galleries. Oxford is committed to being a zero carbon city by the year 2040 and has implemented many initiatives to achieve this goal, including Low Traffic Neighbourhood (LTN) schemes, Oxford's Low Emission Zone and the Energy Superhub.

Transport links are another major advantage of life in Oxfordshire. With excellent rail and road connections, you can easily access London, Birmingham, and other major cities. London is just an hour by train to Paddington or Marylebone, while the M40 and A34 provide convenient routes for drivers. For international travel, Heathrow Airport is just over an hour away and Birmingham International Airport is also easily accessible.

Above all, Oxfordshire offers a strong sense of community. From local festivals and farmers' markets to active sports clubs and cultural events, there are many opportunities to connect with others and feel at home. For those taking on a senior role in education, this welcoming and dynamic environment is the perfect backdrop for both professional growth and personal wellbeing.

Oxfordshire is also ideally situated for exploring a wealth of cultural and historical attractions. Just a short drive away is Blenheim Palace, a UNESCO World Heritage Site and birthplace of Sir Winston Churchill. The nearby Cotswold towns of Woodstock, Witney, and Burford offer characterful high streets while Stratford-upon-Avon — the birthplace of Shakespeare — is perfect for a day out steeped in history and theatre.



# Why work at Sibford?

Sibford School offers an outstanding education for pupils aged 3 – 18 and is easily accessible from both Oxfordshire, Warwickshire and Gloucestershire.

Our school is a friendly and welcoming place to work. With stunning views and 50 acres of surrounding countryside, it is a great place to spend your working hours.

## Some highlights from our ISI inspection in October 2024

*“ Pupils, including boarders, feel safe and are confident that there is a trusted adult they can speak to, if they have any concerns. ”*

*“ Leaders work collaboratively and adeptly together to provide an academic and pastoral education reflecting the ethos of the school. This ethos is based on the school's values of endeavour, respect, community and kindness. Leaders take into account the needs of the pupils and the views of parents to prioritise the most important things that they need to do. ”*

*“ The school's ethos of welcome and inclusion permeates every aspect of school life. There is a palpable sense of kindness, in interactions between pupils and modelled by their teachers, Pupils model the school's ethos and aims of collective stillness and reflection in assemblies, lessons and during social times. As a result, pupils behave well. ”*



[Click here to read our review in the Good Schools Guide](#)



# What we offer

Salary	Competitive salary
Pension Employer's contribution	5%
Pension Employee's contribution	5% minimum
Staff Fee Remission Discount on school fees	66.6%
Paid Holidays	28 days + Bank Holidays pro rata for part time
Sick Pay entitlement	1 month full & 1 month half pay per year of service – up to maximum of 6 months.
Employee Assistance Programme	This includes free access to medical advice, health and wellbeing services, employee hub and much more.
Free School lunches	Provided in term time.
School Swimming pool	Free sessions for staff
Fully equipped gym	Staff sessions (when not used by pupils)

# How to apply

Thank you for showing an interest in our school and the vacancy which we are currently advertising.

You can complete the application online via the school website here:  
[Work With Us | Sibford School](#).

If you have any questions or queries, please contact the HR department:  
[hr@sibfordschool.co.uk](mailto:hr@sibfordschool.co.uk) or call 01295 781291.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Sibford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All offers of employment are subject to an enhanced DBS check.

If you are successfully shortlisted, you will be invited for interview at the school.

**Closing date for applications:**  
Thursday 31st July 2025 at 4pm

**Interview date:**  
Friday 8th August 2025







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