



MALTMAN'S GREEN
SCHOOL

Making their way. Since 1918

Make your way to Maltman's.

Marketing, Admissions & Community Engagement Assistant

Role Profile for Applicants





Key Dates.

Closing Date

12.00pm, Friday 25 September 2026

Start Date

Monday 12 October 2026 or as soon as possible thereafter

We reserve the right to interview and appoint at any point during the recruitment process.

An Introduction to Maltman's Green

Welcome to Maltman's Green, an independent prep school for girls aged 2-11. We are a future-ready, forward thinking and aspirational school. Our charming, wisteria clad façade belies the expansive, modern school one finds within, where a traditional approach meets with innovative thinking in an inspirational learning environment.

The School is bursting with facilities, providing ample opportunity for girls to unlock talents and find their passions. An exceptional sports provision is bolstered by an impressive indoor, 6-lane, 25-metre swimming pool, floodlit sports courts and a gym; we have a specialist music suite, science laboratory, art suite, IT suite and a fully equipped performance hall; the bright, spacious classrooms all have digital whiteboards; and the beautiful, extensive grounds open up opportunities for Woodland School, nature watching, pond dipping, gardening and more. There is a full-time matron, two libraries and a dining hall serving breakfast, lunch, dinner and snacks.

Combined with these facilities, is our first-class attitude to learning. For over 100 years, Maltman's Green has been preparing girls for the modern world through a relevant, adaptable and innovative approach, with an understanding that children thrive when they are happy, inspired and motivated. At Maltman's there are no limits to learning, and instead we believe that girls need to face challenges and take risks every day. We also ensure our pupils are not held back and this unique, personalised learning style gives each girl the support and encouragement needed to work towards individual goals. Forming the foundation of the girls' academic achievements are the six Maltman's Mindsets, which we believe are crucial for life beyond school – perseverance, collaboration, empathy, independence, respect and reflection.

Our aim is for every girl to reach her potential and we are proud of their achievements. Our girls progress to some of the best schools in the county, both grammar and independent. For the past 4 consecutive years over 80% of girls who sat the Bucks Secondary Transfer Test gained entry for grammar school. Around a third to a half of the girls each year move into leading independent senior schools including Cheltenham Ladies College, Downe House, Berkhamsted School, Wycombe Abbey and the Royal Masonic.





The Role: Marketing, Admissions & Community Engagement Assistant

Purpose

This is a varied and rewarding role at the heart of the School's outward-facing work – supporting the marketing team, welcoming and guiding prospective families through the admissions journey, and building strong links between the School and the wider Gerrards Cross and Bucks community.

The successful candidate will be agile and quick to adapt, equally comfortable scheduling a social media post, greeting a prospective parent on the phone, or representing the School at a local event. A genuine understanding of, and connection to, the local community, together with confident use of technology and social media, will be essential to success in this role.

Key Accountabilities

1. Marketing Responsibilities

- Help produce marketing materials, including newsletters, prospectuses, flyers and event signage.
- Take and source photography/video at School events for use across marketing channels, in line with the School's safeguarding and image-consent policies.
- Support the Head of Marketing and Admissions in the planning, creation and scheduling of engaging content across the School's social media channels (Instagram, Facebook, LinkedIn and others), reflecting the life, values and achievements of the School.
- Monitor social media activity, respond to or flag comments and messages appropriately, and help track engagement and reach.
- Assist with updating and maintaining the School website, ensuring content is current, accurate and on brand.
- Support liaison with local press and media outlets to promote School news and achievements.



Key Accountabilities continued...

2. Admissions

Working closely with, and in support of, the School's Admissions Registrar, who leads the admissions process:

- Provide a warm, professional first point of contact for prospective families by telephone, email and in person, referring more detailed or sensitive enquiries to the Admissions Registrar as appropriate.
- Support the Admissions Registrar in managing enquiries and registrations, helping to keep records accurate and up to date on the admissions database/CRM.
- Help coordinate the logistics for Open Mornings, taster days and assessment days, and represent the School warmly alongside the Admissions Registrar on the day.
- Support the scheduling of school tours for prospective families and conduct tours yourself where helpful to the Admissions Registrar.
- Provide administrative support to the Admissions Registrar in tracking the admissions pipeline and preparing regular reporting for the Senior Leadership Team Community Engagement
- Build and nurture relationships with local nurseries, parent groups, estate agents, community groups and organisations across Gerrards Cross and the surrounding area.
- Represent the School at local events, fairs and networking opportunities to raise the School's profile within the community.
- Support communication with current parents and the wider School community, working closely with the PTA where relevant.
- Help develop and maintain relationships with alumnae and their families.
- Identify and help develop local partnership and community engagement opportunities that support the School's profile and admissions pipeline.



Key Accountabilities continued...

3. General

- Provide flexible administrative support to the Marketing and Admissions team as required.
- Act as a positive, professional ambassador for the School's brand, ethos and values in all communications.
- Attend key School events as required, including some outside of core working hours (with reasonable notice).
- Undertake any other duties commensurate with the role, as reasonably required by the Headmistress or line manager.



Applicant Specification

Criteria	Essential	Essential
Excellent verbal and written communication skills, with a warm, confident and professional telephone manner	✓	
Genuinely agile and adaptable – able to switch comfortably between marketing, admissions and community-facing tasks and to respond positively to changing priorities	✓	
Good working knowledge of Gerrards Cross and the surrounding local community, including local families, nurseries, feeder schools and networks	✓	
Tech-savvy, with confident use of standard office software (Word, Excel, Outlook) and willingness to learn new systems (e.g. CRM/admissions databases)	✓	
Strong working understanding of social media platforms (Instagram, Facebook, LinkedIn) and how schools use them to engage families	✓	
Highly organised, with excellent attention to detail and the ability to manage a varied workload independently	✓	
A friendly, welcoming and professional manner, and pride in representing the School to prospective families and the wider community	✓	
Flexible and willing to work occasional evenings/Saturdays for key events, with reasonable notice	✓	
Discreet and trustworthy when handling confidential or sensitive information	✓	
Experience working in a school, education or membership-organisation marketing/admissions role		✓
Experience using a CRM or admissions database system		✓
Experience with design tools (e.g. Canva, Adobe Express), Content Management Systems (e.g. WordPress) and/or email marketing platforms (e.g. Mailchimp)		✓
Photography/videography skills for capturing school life and events		✓
An existing connection to, or understanding of, the independent school sector		✓

Key Relationships of the Role



Internal:

Pupils, teachers, parents

External:

Professional bodies and organisations relating to Prep School Education

Community organisations and event organisers

Line Manager:

Head of Marketing & Admissions

Reporting to:

Head of Marketing & Admissions

Application

To apply, simply download and complete the Application Form, and email to HR@maltmansgreen.com. Please include a letter addressed to Mrs Ashmi Morjaria outlining why you should be considered for the post.

Interview

As part of the process you will be given a tour of the school and attend an interview.

You will also be asked to provide documentation confirming your identity and qualifications.

Safeguarding and Child Protection Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Maltman's Green School is committed to safeguarding and promoting the welfare of children and young people, along with their protection, and expects all staff and volunteers to share this commitment.

The successful candidate will be expected to commit to the following: *Maltman's Green seeks to provide a safe environment for children. All staff will adhere to and ensure compliance with the School's Safeguarding Policy and Child Protection Statement at all times. If the Head becomes aware of any actual or potential risks to the safety of welfare of children in the School, he or she must immediately report any concerns to the School's Child Protection Officer.*

Thank you for your interest in this position.

We very much look forward to hearing from you and, hopefully, to meeting you in person.



Please note that it is the School's policy to employ the most suitable person for each appointment and not to discriminate against any person based on protected characteristics.



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maltmansgreen.com

Maltmans Lane, Gerrards Cross, Buckinghamshire, SL9 8RR
01753 883022 office@maltmansgreen.com

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