

EVENTS, MARKETING AND ADMISSIONS ASSISTANT - PERSON SPECIFICATION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Title: Event, Admissions & Marketing Assistant Department: Marketing & Admissions			
Qualifications	Essential	Desirable	Method of assessment
Educated to Degree Level or suitable equivalent in marketing, events or communications		★	Application form Interview
Skills and Experience	Essential	Desirable	Method of assessment
Previous experience running events		★	Application form
Experience gained in a professional capacity		★	Interview
Affinity with Pangbourne's core values	★		References
A creative flair and understanding of what is good customer service	★		Assessment exercise
Excellent IT skills, especially with Google suite, Microsoft Office and PDF editing	★		
High level of written English and an ability to communicate to all stakeholders in a professional and timely manner	★		
High administrative and organisational skills	★		
Excellent attention to detail and accuracy in proofreading	★		
Ability to meet deadlines and work to tight timeframes	★		
Ability to work under your own initiative but also as part of a team	★		

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Ability to multi-task	★		
Ability to prioritise your workload and be a self-starter	★		
Ability to pre-empt issues, troubleshoot and resolve issues	★		
Ability to set and work within an agreed budget	★		
Can-do attitude and happy to roll up sleeves to get involved and support whatever task is required	★		
Experience of working within an independent school or university would be useful but not essential		★	
Experience of working with databases would be useful but not essential		★	
Be familiar with working to compliance standards (ISI, Ofsted, Tier 4)		★	

Personal Qualities	Essential	Desirable	Method of assessment
Outgoing, positive attitude	★		Interview
Desire to build positive relationships with all stakeholders	★		Assessment exercise
Desire to work for the good of a team	★		
Comfortable with suggesting and devising new ways of working if necessary	★		
Ability to bring people along, encouraging non-marketing staff to engage with aims of the activity	★		
Interest in working in a school environment	★		
Ability to work under pressure	★		
Ability to work outside normal office hours / weekends / evenings and to travel to events	★		
Fun personality, character, hard worker,	★		

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professional, patient, empathic, resilient, willingness to listen			
Diplomatic, calm and patient with the ability to manage challenging people	★		
Special requirements	Essential	Desirable	Method of assessment
Promoting and safeguarding the welfare of children	★		
Compliance with Pangbourne College's Child Protection and Safeguarding Policy	★		
Current driving licence	★		

December 2025

