



## **MARKETING MANAGER**

**To commence: January 2018**

St Peter's College is an independent Anglican Diocesan school for boys and girls from Grade 8 to Grade 12. The school was founded in 1998 to meet the demand for a co-educational high school in northern Sandton. St Peter's College offers an integrated and relevant South African high school education.

The College seeks to appoint a professional, dynamic Marketing Manager with the right skills to move the College to new heights in the future.

### **ESSENTIAL REQUIREMENTS**

- Degree or suitable qualification in Marketing Management
- 5+ years' working experience in a senior marketing position
- Sound knowledge of current education trends and independent schooling
- Excellent command of English language with a sharp eye for accuracy and attention to detail
- Experience and competency in administration databases and website design and management
- Child Protection and Sexual Offenders Register Clearance Certificate

### **OVERALL RESPONSIBILITIES AND INVOLVEMENT INCLUDE BUT ARE NOT LIMITED TO:**

- Enrolment and admissions strategy and activities
- Relationship management - external and internal
- Communications - external and internal
- Brand management (including uniforms)
- Advertising and media
- Events
- Calendar
- Website and social media
- Student marketing
- Information archives
- Feedback surveys
- Management reports
- Budget
- School magazine and biweekly newsletter
- Uniforms and school branded items
- Promotional items and memorabilia
- Alumni

## **OTHER SKILLS AND COMPETENCIES**

- Vision, enthusiasm and an ability to create a sustainable marketing plan for the College including Open Days, Exhibitions, Scholarships, etc.
- Conscientious commitment to internal and external customer service
- Ability to manage staff and processes in an approachable and efficient manner
- Ability to work under pressure, prioritise and schedule workflows
- Excellent computer skills in Office Package (Word, Excel, Internet and Email) as well as web design
- Excellent Communication and Interpersonal Skills
- High level of emotional intelligence and integrity
- Initiative and proactive beyond the obvious
- Self-motivated, strong team player with a high energy level
- Exceptional administrative, organisational, budgeting and planning ability
- Must be prepared to work overtime where necessary; thus own transport is essential
- Understand, identify with and contribute to the Christian Ethos and values of St Peter's College

Should you be interested in the above vacancy and meet the stipulated requirements, please submit a letter of application and CV to Debra Meyer at [meyerd@stpeterscollege.co.za](mailto:meyerd@stpeterscollege.co.za) by Friday, 17 November 2017.

St Peter's College reserves the right to make an appointment prior to the closing date of this vacancy should a suitable candidate be found. You are thus encouraged to submit your application timeously.

The appointment of candidates is at St Peter's College's sole discretion, taking into account factors such as our Employment Equity Policy. Only South African citizens or people with a valid work permit need apply. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. Only short listed candidates will be contacted. If you have not heard from St Peter's College within 2 weeks of the closing date, please assume that you have been unsuccessful in your application.