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## ADMINISTRATION, ADMISSIONS AND MARKETING SUPPORT

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### Paid Placement - Spain

**Dates:** August 24 - June 25

**Regime:** Full time, Monday to Friday

**Schools location:** Madrid-Toledo\*-Alicante-Murcia-Cádiz\*

\*Acommodation included

**Salary:** 300€ - 600€ gross per month\* + school lunches \*depending on the school

**How to apply:** Please send applications (subject email: Position + Location) consisting of a CV and a covering letter (max. 2 sides of A4) explaining the candidate's suitability and experience making explicit reference to the Job Description and Person Specification to [recruitmentspain@inspirededu.com](mailto:recruitmentspain@inspirededu.com)

#### Why Inspired Schools?

Inspired offers a great opportunity for students and recent graduates to **be transformed by an enriching experience**. While exploring new and exciting environments, **you will be able to learn about yourself and to expand your teaching progress to new levels**.

It is a change to be part of a different model of education that prepares pupils as multi-skilled individuals and embrace future endeavours empowered by their abilities.

Inspired schools are individually designed and developed in response to their environment and location and remain anchored in the vibrant cultures in which they inhabit. Collectively, they form an international community that nurtures each student's academic and personal development with the application of a progressive, dynamic, and innovative educational model.

## What are we looking for?

If you are interested and willing to participate in a wide variety of business areas, process & events management, administration and marketing, join us!

- ◇ Ability to act as a role model to students within schools
- ◇ **Creative and self-motivated** attitude to problem solving
- ◇ Flexible approach to work, happy to “juggle” different things at the same time
- ◇ **Positive attitude**, energy and eager to learn
- ◇ **Public - facing** skills
- ◇ Intermediate level of **Spanish**

## Academic support role

An academic support function may involve the following tasks:

### Administration

- ◇ Ordering of materials for use in the school
- ◇ Collection of information—e.g. trip permissions, registers
- ◇ Assisting with register and attendance
- ◇ Supporting in administration tasks when needed
- ◇ Collaborating in the organisation of the School day and residential trips

### Admissions

- ◇ Supporting the admissions office with (re)enrolling students
- ◇ Creating information packs for prospective students
- ◇ Marking and assessing entrance exams for potential entrants

### Marketing

- ◇ Gathering information and media from school events to use in marketing activities
- ◇ Updating the public webpage and being attentive in the material shared to make sure the correct information is distributed
- ◇ Keeping social media pages up to date
- ◇ Creating school newsletters
- ◇ Being part of a cross-school marketing team
- ◇ Marketing and Organisation of events in the school including charity events.