



Admissions and Marketing Assistant

Closing Date: 12th December 2025

Interview Date: TBC

Contract/Hours: Full Time

Start – February 2026

Salary: Up to £32,959 per annum depending on experience

Location of Role: Rookwood School, Andover

Rookwood School is looking to appoint an enthusiastic Admissions and Marketing Assistant. Rookwood is at an exciting point of development, with an increased interest in the Early Years Provision and other age groups, and a requirement to ensure that the customer journey from initial enquiry to a child's first day, is a high quality and bespoke experience.

Initially for a one-year period, this role will primarily focus on supporting the school's Admissions and Marketing functions. The successful candidate will also be expected to provide support to Little Rooks Nursery

Nestled on a leafy site in Andover, Rookwood School is a happy and thriving learning environment for pupils aged 6 months to 18 years. At the heart of our ethos is strong pastoral care, where every individual is treated with respect and dignity. Our school motto, 'Sapere Aude,' translates to 'dare to know' or 'have the courage to understand', perfectly capturing the essence of our identity. We encourage our pupils to question, explore, and achieve more than they ever thought possible.

We are looking for an Admissions and Marketing Assistant who is able to work across the entire lifecycle of marketing and admissions. The ability to work proactively and clearly track the admissions process from enquiry to acceptance is essential.

In return we will offer you:

- A professional, hardworking and supportive team of staff with the capability and desire to raise student achievement even further
- Enthusiastic students who are willing to learn and are proud of their learning environment
- Opportunities for further professional development
- Employee assistance provision
- Access to reduced educational fees for qualifying children
- A caring and supportive working environment within a vibrant school community

Interested candidates should send an application at the earliest possible time.

Applications are invited to be submitted via our online application portal at <https://applicant.website/i/65A755/vacancy-info/0000001019>

The full Job Description can be obtained directly from the vacancies section on our school website - www.rookwoodschool.org/vacancies.

For further details please contact recruitment@rookwoodschool.org; or call 01264 325900.

Potential applicant visits are welcomed.

The advert may close prior to the stated date and interviews will take place as soon as a suitable field of candidates is obtained therefore early submission of applications is recommended.

Rookwood School is totally committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, right to work in the UK, qualification checks and employment checks to include an exploration of any gaps within employment and two satisfactory references.

All positions which involve working with children are exempt from the Rehabilitation of Offenders Act (1974).