

Marketing Officer

School:	Cambridge House British International School	Posted:	7th May 2025
		Expires:	18th June 2025 11:59 PM
Location:	Valencia, Spain	Start Date:	1st September 2025
Contract Type :	Permanent	Job ID:	1481588
Salary:	16799		
Hours:	Full Time		



Cambridge House British International School is a highly distinguished British international school and was the first in Spain to gain both BSO (British School Overseas) and NABSS (National Association for British Schools in Spain) accreditation.

Founded more than 30 years ago in Valencia (East Spain), this progressive school with strong family values and delivering the English National Curriculum now has 1,700 students and has evolved to meet the needs of modern learners. Students aged three to 18 attend the school and follow the National English Early Years Framework and the English National Curriculum. Year 12 and 13 students take A-levels and gain accreditation for the Spanish Baccalaureate and can also choose to follow a Higher National Diploma (HND) route, providing vocational pathways.

We are seeking an experienced and dynamic Marketing Officer to join our school in September.

Roles and Responsibilities:

- Education: University degree in Marketing, Communication, Sales, Public Relations or a related field.
- Languages: Fluent in English (spoken and written) and Spanish (spoken and written).
- Required experience: Ideally, 2 years of experience in sales, customer service, marketing, or customer loyalty, preferably within the educational sector.
- Team leadership: Valued skills include autonomy, organisational ability, interdepartmental coordination, and results orientation.

Values:

- Pursuing excellence: Represent the educational institution with professionalism and warmth, offering each family a positive and personalised experience from the very first contact.
- Supporting the team: Collaborate with different departments, sharing information, resources, and a commitment to common goals.
- Being a pioneer: Propose new ideas, communication initiatives, and innovative outreach actions that position the school as a leading educational institution.
- Acting with a global vision: Welcome all families with sensitivity and openness, promoting an inclusive, diverse, and respectful environment in every interaction.

Specific Competencies:

- Supporting families and guiding them through the admissions process.
- Managing applications and academic documentation follow-up.
- Organising interviews, admission tests, and guided tours.
- Writing content and reports related to admissions and marketing.
- Coordinating events and open days.
- Using digital client management tools (CRM).
- Knowledge of the preK–12 educational system (an asset).
- Applying safeguarding and child protection protocols.

WHAT WE OFFER:

- Full time contract.
- A free lunch every day.
- On-site welfare advice and support and help with banking arrangements.
- Fuel and travel contributions in support of school initiatives.
- A caring and supportive Senior and Middle Leadership Team with a mission “to do what is right” and to offer individualised support to all members of staff.

At Globeducate we are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Successful applicants will have undertaken an enhanced safeguarding and local police checks. They will also have to provide HR with a minimum of 2 references.

Safeguarding Statement:

Cambridge House British International School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to understand and share this commitment. We have a shared commitment to develop a culture of respect, where discrimination is not tolerated. We welcome all applications, including those from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

