

FCJ Primary School

Advert - Learning Enrichment & Marketing Assistant



Are you creative, caring, and passionate about helping children learn and grow?
Do you enjoy working in a busy, friendly school environment where every day is different?

The Governing Body of FCJ Primary School is seeking a Learning Enrichment & Marketing Assistant to join our vibrant team. This exciting role combines supporting children's learning and enrichment activities with promoting our school's achievements and values through creative communication.

Key Responsibilities:

- Support pupils' learning in the classroom and through enrichment activities.
- Assist teachers with preparation, supervision, and classroom organisation.
- Help capture and share the life of the school through photos, newsletters, and social media.
- Contribute to school events, displays, and community initiatives.

Desirable Qualifications and Experience:

- Level 3 qualification (e.g. in Supporting Teaching and Learning or equivalent).
- Previous experience in marketing, communications, or promotional work.
- Strong communication, teamwork, and organisational skills.

Contract Details:

- Part-time, Zero Hours
- 3 days per week – 8:30am to 1:00pm
- Start Date: As soon as possible
- Location: FCJ Primary School

Safeguarding:

FCJ is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment. The position is subject to an Enhanced Disclosure and Barring Service check, and completion of the required Personal & Health Declarations.

Visits to the school are encouraged and warmly welcomed. To arrange a visit please contact admin@fcj.sch.je

Application forms and further information can be downloaded from our Website Home Page:

<https://www.fcj.sch.je/careers/>

Closing Date:

9am Wednesday 22 October 2025.

Interviews:

Held on Thursday 23 October 2025.