



**Hills Montessori**  
preschool & kindergarten

## **Marketing and Office Support – Part-Time Position Commencing June/July 2026**

We are seeking a highly organised and proactive Marketing and Office Support Assistant to join our not-for-profit community-based pre-school 4 days per week. We are located in West Pennant Hills and have been offering a quality education for pre-schoolers for 46 years.

### **Key Responsibilities:**

- Planning, coordinating and executing marketing campaigns across digital and print channels
- Creating compelling content for social media branding
- Providing basic SEO management across blogs and website content
- Managing website updates, social media platforms, and campaign reporting
- Coordinating marketing for school events
- Designing advertising material using CANVA
- Supporting day to day operations

### **What We're Looking For:**

- Strong communication and copywriting skills
- Proficiency with Microsoft Office including Word, Excel and Outlook
- Familiarity with digital platforms including Instagram, Facebook, and WordPress
- Excellent time management and organisational skills

Applications are to be emailed to:

Kylee Paddy

[headofschool@hillsmontessori.com](mailto:headofschool@hillsmontessori.com)

Closing date is Friday, 24<sup>th</sup> April 2026

