

Publishing and Editorial Assistant

If you are keen to begin your career in schools publishing, and you can see the big picture while keeping an eye on detail, then Oriel Square will give you the opportunity to shine. Some applicants for this role may have some editorial and publishing experience, and others might have none: we will invest in the candidate we expect to grow into the role.

Oriel Square is an equal opportunity employer. We want to contribute to a diverse and equal workforce in educational publishing, and we encourage applications regardless of age, gender, race, sexuality or any other protected characteristic.

Please apply to recruitment@orielsquare.co.uk with a covering letter and CV by **12th August**. This job is office-based, near the centre of Oxford.

The role

The Publishing and Editorial Assistant will support our Editorial Managers, Research Editor and Directors in ensuring the smooth running of a wide portfolio of publishing and research projects, covering schools curriculum and ELT publishing in the UK and internationally.

They will take on a wide range of publishing, editorial and research tasks, from desk research, reading proofs and marking copy, to recommending structural and development changes. They will work closely with the Editorial Manager and colleagues in and out of house to ensure excellence in content and presentation. They will help out from time to time with administrative tasks across the company as it grows.

About you

An ambitious and motivated individual looking to build a career in publishing. You should be motivated by a passion for education.

Role responsibilities

- Assist the Editorial Managers to coordinate projects; and have a detailed overview of schedules
- Build and maintain internal tools for knowledge retention and sharing
- Undertake editorial, publishing and research work across a range of content types and competencies
- Manage, maintain and add to our list of contacts and relevant freelancers
- Support the company in an administrative capacity from time to time

Your skills

- Excellent spoken and written communication skills
- Organised and reliable
- Proactive communicator with a creative streak
- Some experience of working in schools education or in publishing, which may include work experience or employment; or demonstrable transferable skills.

This job would suit a graduate, but also anyone who can demonstrate equivalent relevant skills.

Development

Oriel Square is active in many aspects of schools publishing, and in education more broadly. We are looking for perceptive and creative input into these activities, and all members of staff can expect involvement as we grow and explore. We will invest in the right candidates to make sure that you and we remain properly informed, experienced and skilled to react to change in the market and growth in our business and scope.

Conditions and pay

Oriel Square believes in productive hours, not long hours. This informs our 28 hour full-time policy.

- Full time (28 hours/4 days)
- £22,000 p.a.
- 20 days' holiday (equivalent to 5 weeks) + public holiday allowance
- Workplace pension

Our full-time 28-hour/4-day working week

Our working week is shorter than that of many employers, but we get at least as much done without sacrificing quality. We believe there are huge benefits both at work and at home from keeping to regular, focused working hours.

While there will always be occasions when private life can intrude, we believe that our week makes plenty of time for regular life admin to happen outside work time. And our 28-hour week doesn't mean working less – this is a full-time job.

About Oriel Square

Oriel Square is a relatively new and growing company delivering high-quality publishing services to UK schools publishing and elsewhere in education. From large prestigious courses to bespoke work for small institutions, we lend resource, skill and creativity wherever it's needed in education.

We're near the centre of Oxford, and have well-established links with the major UK-based global educational publishers, in Oxford and elsewhere. You should expect this role to develop as we do.