**Rye College and Community Primary School, Part of Aquinas**

[**www.aquinastrust.org**](http://www.aquinastrust.org)

**Application Pack**

**Communications Officer**

**As soon as possible**

Communications Officer

Our schools, Rye College and Community Primary School are seeking to appoint an enthusiastic, energetic and adaptable **Communication Officer** to join our highly-motivated team at an exciting time in the schools’ growth.

**Our aim** is to challenge every learner to exceed their own expectations of themselves; create a can-do culture and the resilience to excel; include all members of our community through shared endeavour; and nurture diverse skills, talents and abilities whilst celebrating excellence.

Our ideal candidate will:

* Have experience, or a demonstrable interest in working in the field of **communications, event management and marketing**;
* Have a background in communication, event management and marketing;
* Be a good communicator with the ability to work independently and as part of a team;
* Have proven creative and artistic abilities;
* Have practical experience of website and social media accounts;
* Have practical experience of the management of reprographics, including the production of promotional materials;
* Have a high level of IT skills including Office 365, Word, Publisher and Excel and with the ability to learn software packages quickly;
* Have experience of, or a willingness to learn, the practical aspects of Data Protection;
* Be able to demonstrate the ability to work in a busy admin office and manage conflicting priorities;
* Aspire to help deliver an outstanding learning environment.

In return, we offer:

* A happy community committed to the professional development of all colleagues;
* A distinctive local context ensuring we place inclusivity at the heart of all we do;
* A skilled and experienced team of teachers and other professionals;
* A motivated leadership team leading rapid improvement to the students’ life chances;
* A school in which the students are enthusiastic, engaging and thoughtful.

**Rye College and Community Primary are committed to safeguarding the young people in our care and we expect all our colleagues to share this commitment.  The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust, you are required to have regard to the character of the Trust and its foundation, and to undertake not to do anything in any way contrary to the interests of the foundation.**

# The Application Process and Timetable

## Closing Date

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

* Closing date for applications: **12pm Friday 16th June 2023**

## Short Listing

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

## Interviews

Candidates will be invited for interview.

Interviews: TBC

## Appointment

All candidates will be contacted following interview.

* Appointment to commence: As soon as possible

## Applying

Please send your application, outlining your suitability for the role against the attached person specification and job description, by email to [HRassistant@ryecollege.co.uk](mailto:HRassistant@ryecollege.co.uk). Alternatively, submit your application to **Academies Business Manager, Rye College, The Grove, RYE TN31 7NQ.**

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant’s identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

May 2023

Dear applicant,

On behalf of our students, colleagues and trustees, I would like to thank you for your interest in a position at Rye College and Community Primary School. I hope you find the application pack both helpful and informative.

There is a long tradition of education in Rye that goes back to the foundation of the Grammar School in 1636. We are proud to be a significant chapter in the ongoing story of nearly four hundred years of learning in this ancient town.

There is significant transformational change to improve the standard of education and facilities at Rye College and Community Primary School – ideal for ambitious and talented individuals to truly make a difference and build upon our most recent OfSTED good grading. Having seen an impressive rise in progress and attainment outcomes over the last few years, we continue to focus on delivering academic excellence with a commitment to high-quality pedagogy and teacher training. At present, we are focused on instilling a sense of responsibility in all our students – a sense of ownership of their learning, of their schools, of their actions and of the consequences. In today’s complex world, children need both the knowledge and skills to compete in a global market place but also need a sense of their humanity – the ability to respect, to empathise and to be caring and compassionate people.

We are looking to recruit an experienced individual to our associate team who wants to raise standards and continue our transformational journey through the creation of a vibrant and innovative environment. Central to this is an ability to work in partnership with our families and other professionals to continue our mission to build amazing schools that deliver excellence for every one of our young people.

In your application, please outline why you would like to join us, how you meet the person specification and what might make you irresistible. We value honesty.

I look forward receiving your completed application.

With thanks,



Barry Blakelock

Executive Headteacher

# Job Description

## Details

**Job Title: Communications Officer**

**Grade: SS 6**

**Hours:**  **Monday to Friday, 8.30 am – 4.30 pm, with a 4pm Friday finish. Term Time + 3 Weeks (from time to time event support will require attendance outside of these hours and working times will be adjusted to suit).**

**Salary:**  **£21,232.44 pro rata**

**Accountable to: Academies Business Manager**

**Main Purpose of Job**

Assist the Academies Business Manager in all aspects of the communications, marketing and event management provisions within the schools.

***Specific Tasks and Responsibilities***

* Produce accurate and timely communications both internally and externally using a variety of methods. Assist teaching staff with communications as required.
* To assist in the planning, management and delivery of events such as Progress Evenings, Open Evenings, Student Performances and staff events.
* Manage an image archive, engaging freelance photographers when appropriate. Organise the photo library of school events.
* Act as the lead contact for all website and communication apps and software.
* Ensure social media accounts are maintained with timely and accurate information, collecting images and media coverage from school events to support this.
* Manage the day to day function and updating of the schools’ websites including yearly website audits and actioning any necessary amendments required as a result of audit findings.
* Provide advice and reports as required in regards to all aspects of your role.
* Work with members of the leadership team to develop and deliver marketing, communications and social media strategies.
* Ensure the brands and voice are used appropriately by both internal and external parties.
* Conduct a high standard of copywriting in line with quality assurance procedures.
* Form strong relationships with relevant and reliable members of the media and other interested parties.
* Form strong relationships with stakeholder groups associated with the schools.
* Provide creative input and development to a wide range of projects across the schools.
* Hold the post of Data Protection Lead for the schools, including liaison with the Trust Data Protection Officer as required.
* Assist in the awareness and training of colleagues in the legal requirements of data protection.
* Act as the point of contact and lead in dealing with data collection permissions, subject access requests and data breaches
* Liaise with other Trust functions as required.
* Administer service level agreements as necessary.
* Maintain filing systems and participate in the annual closure of non-active files.
* Assist with other administration duties as required, including reception support.

**Administration**

* Ensure all administrative duties, checks and documentation are completed to the required high level of accuracy including audits and reports.
* Provide cover for the reception area and other administration functions as required.
* Deal with correspondence promptly and as required including distribution of communications both sent and received, internal and 3rd party queries.

**Resources**

* Create and maintain a working area that is a pleasant, tidy and well organised work environment.
* Ensure equipment and other resources are properly cared for.
* Take care of equipment and furniture with any damage or defects to fabric or equipment are reported to the Business Manager.

**Other Duties**

* Attend meetings and training sessions as required.
* Work in support of whole school development plans.
* Take time to read notices, keep to deadlines and carry out your duties to the best of your ability.
* Undertake any other duties commensurate with the level of the post, as required.

## Training

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department’s needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate will be required to undertake training to fulfil the requirements of the post.

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

## Safeguarding

All school-based colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school’s Child Protection and Safeguarding Policy and work in accordance with this document at all times.

## Variations

This job description sets out the duties of the post at the time when it was drawn up.  Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.  Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# Person Specification – Communications Officer

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| --- | --- | --- |
| **[a] KEY SKILLS & ABILITIES** | **Essential or Desirable** | |
| Ability to communicate effectively and accurately with a wide range of people | | E |
| Ability to organise, prioritise and maintain a heavy workload | | E |
| Well-developed interpersonal skills | | E |
| Ability to respond positively to peaks in work pressure and retain a professional composure | | E |
| Sound grasp of ICT, in particular design packages | | E |
| Ability to acquire new ICT skills and learn specific modules | | E |
| Ability to identify areas of self-development | | D |
| Ability to work effectively and supportively as a member of the school team | | E |
| Able to manage competing demands in time critical environment | | E |
| Website design and maintenance knowledge, sufficient to ensure day to day maintenance such as uploading new documents or creating hyperlinks | | E |
| Able to effectively brief advertising partners and monitor output | | D |
| **[b] KNOWLEDGE** | **Essential or Desirable** | |
| Good working knowledge of communication procedures | | D |
| Range of IT applications including spreadsheets, database, electronic mail.  Knowledge of Microsoft Office essential.  Knowledge of Publisher advantageous | | E |
| Knowledge of manual and computerised recording systems (SIMS or other school-based data system would be an advantage) | | D |
| Information technology and how this can be developed to promote a customer-focused service | | D |
| Knowledge and awareness of reprographic methods | | D |
| **[c] EXPERIENCE** | **Essential or Desirable** | |
| Experience of working in a school environment would be an advantage | | D |
| Experience of effective communication: in person, on the telephone and written | | E |
| Proven administrative and financial experience | | D |
| Proven experience of working to deadlines | | E |
| Media and marketing experience | | E |

|  |  |  |
| --- | --- | --- |
| **[d] PERSONAL ATTRIBUTES** | **Essential or Desirable** | |
| Well-presented and of smart professional appearance | | E |
| Responsive to various changing and often conflicting demands | | E |
| Willingness to maintain confidentiality on all school matters | | E |
| Diplomacy, tact and discretion | | E |
| Willingness and ability to work flexible hours and across a range of work areas to meet service requirements | | E |
| Respect the confidentiality of information handled, and to observe the principles of the Data Protection Act | | E |
| Must be willing to undertake future relevant training | | E |
| **[e] Other** | **Essential or Desirable** | |
| Ability to get things done correctly and on time | | E |
| Enjoy the presence of young people | | E |
| Impress those around you with a sense of purpose and commitment to the school and team | | E |
| A knowledge of health and safety in the workplace | | D |
| A knowledge of equal opportunities | | D |

## Health & Safety Functions

This section is to make you aware of any health AND safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

|  |  |
| --- | --- |
| Using display screen equipment | **X** |
| Working with children/vulnerable adults | **X** |
| Moving & handling operations |  |
| Occupational Driving |  |
| Lone Working |  |
| Working at height |  |
| Shift / night work |  |
| Working with hazardous substances |  |
| Using power tools |  |
| Exposure to noise and /or vibration |  |
| Food handling |  |
| Exposure to blood /body fluids |  |