



The Ramsey Academy, Halstead

Colne Road, Halstead, Essex, C09 2HR

Job Title:	Media & Communications Development Co-ordinator
Responsible to:	Headteacher line managed by IT Manager
Responsible for:	To ensure the achievements of students are promoted in the Academy and wider community, via various forms of media

Hours: 10 hours - 39 weeks

Salary: Scale 3 Points 4 – 5. Actual salary £4,347 - £4,434

Line Manager: Assistant Headteacher/IT Manager

Main Duties:

- Maintenance of the Academy website
- Audit of website to ensure statutory requirements are being met
- Co-ordination and distribution of media stories promoting student achievements and events via website, Facebook, Twitter and newspapers
- Production of the Academy newsletter – The Ramsey Voice
- Development of visual photographic displays
- Provide support for Subject Leaders to develop high quality displays

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

July 2021