

# MOULSHAM HIGH SCHOOL



## Job Description

<b>Title of Post:</b>	Communications Manager
<b>Grade/Hours</b>	Band 3 15 hours per week (flexible) x 38 weeks (term time)
<b>Responsible to:</b>	Headteacher's P.A.
<b>Liaison with:</b>	Headteacher's P.A. All Staff & Students
<b>Job Purpose:</b>	As Communications Manager you will help promote and enhance Moulsham High School's reputation. The successful candidate will carry out work ranging from proactive and reactive media relations, press releases and creating digital content.

### DUTIES

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- Responsibility for reviewing and updating the school website and ensuring that details are current and correct.
- Responsibility for revising and updating all other external school electronic media outputs, i.e. social media - posting Facebook comments, Tweets and re-Tweeting where appropriate, Instagram and LinkedIn.

### GENERAL

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The duties may be varied by the Headteacher to meet changed circumstances in a manner compatible with the post held.

The Trustees/Local Governing Body are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

It is a requirement to:

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.

- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

(January 2021)

# PERSON SPECIFICATION

## Communications Co-ordinator

In due course we would expect all the qualities and attributes listed below to be acquired by the successful candidate. Those marked 'Essential' must be demonstrable at the point of interview.

	Essential	Desirable
<b>Qualifications</b>		
At least 5 G.C.S.E.s at grade 4 (grade C) or above, including maths and English.	√	
<b>Experience</b>		
Experience of using, managing and monitoring social media within a work environment.	√	
Experience of managing a website.	√	
<b>Knowledge / Skills</b>		
The ability to use Office 365, Word, Excel and other ICT applications.	√	
An understanding of the role of others working within the school and Bridge Academy Trust.		√
An ability to forge good working relationships with all stakeholders	√	
The ability to work independently	√	
The ability to work accurately with attention to detail.	√	
The ability to manage own time effectively.	√	
Understanding of procedures and legislation relating to confidentiality and GPDR.	√	
<b>Personal</b>		
Ability to work hard under pressure	√	
Ability to prioritise and meet deadlines	√	
Commitment to continued personal development		√
<b>General</b>		
Good attendance and punctuality record	√	
Professional dress	√	