

Job Description: School Communications Officer

Closing date: Friday 5th July 2024

Contract: Permanent (following successful probationary period of 6 months)

Salary Type: Support Staff

Salary Details: Grade 7

Hours of Work: 15 hours per week - term time only. 1 - 4pm (negotiable)

We are also recruiting a School Receptionist - 17.5 hours per week 8.30 - 12pm. If you are interested in this role as well, please indicate your interest upon application as both jobs could be combined to create a full-time post.

Application Procedure

Please use the online form (OCC website) to apply for the post and email the completed application to shannis@chadlington.oxon.sch.uk .

About us

Chadlington CE Primary School is a successful village school, known for its innovative and imaginative approach to teaching and learning. The school has a good reputation within the local community. We are looking for a team player with creativity, drive, enthusiasm and a good sense of humour to join our happy team.

Contact Details

Address: Church Road, Chadlington, Chipping Norton, Oxfordshire, OX7 3LY

Telephone: 01608 676366

Website: www.chadlington.oxon.sch.uk/

Email address: office.3043@chadlington.oxon.sch.uk

Safer Recruitment

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people. They expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

Job/Person Summary

We are looking to appoint an enthusiastic, dedicated and versatile School Communications Officer. This is a busy and important role, supporting the day-to-day running and continued development of the school, managing communication strategy, enhancing the school's brand and supporting the ethos and vision of the school.

You will be a professional member of our team and will assist the Headteacher and the School Business Manager in ensuring the school meets its educational aims. This is a varied and broad ranging job.

The successful candidate must:

- Demonstrate strong communication and interpersonal skills
- Have good GCSE or equivalent qualifications in English and Mathematics.
- Be confident in the use of ICT and be open to the new learning and development
- Work effectively as a member of a small team, understanding school roles and responsibilities, and be able to work on their own initiative
- Relate well to children and adults
- Be flexible and enthusiastic and prioritise work in a busy environment
- Be a competent and accurate typist
- Understand the importance of diplomacy and confidentiality
- Be willing to understand and support the school's vision, aims and ethos
- Undertake all necessary training (Health and Safety, Safeguarding etc.)
- Undertake other duties which may arise

Desirable:

- Previous Experience in a communication role
- Photographic/Video experience or willingness to learn
- Experience of using social media or willingness to learn
- An understanding of GDPR protocols

Responsibilities:

- Create written resources to celebrate and promote the School's unique history, ethos and educational initiatives to prospective families and wider community
- Manage school office and Headteacher emails as required
- Enhance the Chadlington CE School brand, ensuring consistency across all communication
- Maintain databases of key stakeholders and manage regular communication using a variety of different media
- Draft and edit press releases and school advertisements (digital and print)
- Assist in the planning and organisation of promotional and recruitment events

- Assist in the management of the school's website and update it weekly, or as required, with calendar changes, important messages and engaging content, including news, sport, events, video and photographs
- Develop use of social media to increase online visibility
- Ensure all website and social media is accurate and timely
- Maintain Parent Pay to create booking pages for a range of events.
- Work with staff to ensure high-quality representation of teaching and learning on the school's websites.
- Gather information for and produce regular news items for stakeholders.
- Maintain a digital photographic library, including taking photos of school events and booking and organising professional photography as required
- Take photographs around the school, for promotion and communication use
- Use online survey software such as Google Form to send surveys to key stakeholders and gather feedback
- Monitor the School's online presence, ensuring marketing and communication strategies for the school are effective
- Ensure all communications are approved by the Headteacher
- Check afternoon messages

We can offer you:

- Excellent mentoring, leadership and professional development opportunities
- You will be a professional member of our supportive team.

General responsibilities

- Take appropriate responsibility for your health, safety and welfare and health & safety of pupils, visitors, and work colleagues in accordance with the requirements of legislation and adopted policies, including responsibility for raising concerns with the Headteacher
- Contribute to the overall ethos, work and aims of the school as set out by the Headteacher and be aware of and support difference, ensuring equal opportunities for all.
- Develop constructive relationships and communicate effectively with colleagues, agencies, and other stakeholders.
- Be proactive in your professional development.