



## DRAYTON MANOR HIGH SCHOOL

[www.draytonmanorhighschool.co.uk](http://www.draytonmanorhighschool.co.uk)



### COMMUNICATIONS OFFICER

Salary Grade 5, Range 12-15 (£32,676 - £34,128)

Full-Time, Monday to Friday 8.30am – 4.30pm

Or Term Time Only maybe considered  
(including school holidays)

Drayton Manor High School is looking to appoint an inspirational, committed and forward-thinking Communications Officer with a real interest in the provision of high-quality communications and administration skills to support a high achieving institution.

We are interested to hear from candidates with exceptional written and verbal communication skills as well as the ability to utilise digital tools to create high quality online, print and published communications.

Working closely with the Head, Administration Manager and Senior Team, you will assist in the organisation of events across the school and be responsible for engaging regularly with all stakeholders to publicise and celebrate these important moments in the lives of our young people and the school.

This is a key role within the school in regularly communicating key messages, policies, achievements and events using multiple avenues. The successful applicant will be a confident and clear communicator with the ability and experience to shape and develop the school promotional and communication strategies to expand and develop our work with our school community and alumni.

The ability to multi-task, be highly organised and to meet tight deadlines is essential. A full range of duties and responsibilities can be found in the job description.

Drayton Manor recognise and value continued professional development and as such, training opportunities will be made available to you throughout your career with us.

Drayton Manor is a heavily oversubscribed, diverse, vibrant and successful school with proud traditions and an excellent reputation. Our three values of Ambition, Character and Civic Virtue embody everything we do, from our wide and ambitious curriculum to the extensive charity and support work our students undertake in the wider community. We truly believe in developing young people to be successful citizens for the future.

Candidates who have extremely high expectations and are keen to take a full and active role in the life of the school are encouraged to apply. This role requires excellent communication skills, meticulous attention to detail and a firm commitment to upholding the ethos, values and expectations of the school.

Student achievement is high with our most recent provisional progress score at GCSE placing us in the top 10% of schools nationally.

We offer

- The opportunity to work for an organisation which is values driven and places our students at the center of everything we do
- The opportunity to work with fantastic students who are aspirational and driven to succeed
- Access to high quality CPD and support with career progression
- Magnificent buildings and an attractive and harmonious working environment
- An exciting opportunity to be involved in shaping the future direction of the school
- Excellent transport links by road, bus and rail, including close proximity to the Elizabeth Line

The closing date is 12 noon, Tuesday 20 January 2026

Interviews will take place from the week commencing Tuesday 20 January 2026

Start Date: As soon as possible

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for enhanced disclosure from the Disclosure and Barring Service (DBS).

No agencies or CVs