



DRAYTON MANOR HIGH SCHOOL

PERSON SPECIFICATION

POST TITLE: Communications Officer

All staff have a responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Sound general education• GCSE grade C or equivalent in Mathematics and English• A levels or equivalent	<ul style="list-style-type: none">• Relevant Degree or equivalent
Experience	<ul style="list-style-type: none">• Administrative experience relating to publishing• Experience of editing, proof reading and typography skills• Experience of print and design coordination	<ul style="list-style-type: none">• Previous experience in a school environment• Experience in related areas such as journalism, public relations
Ability/Skills	<ul style="list-style-type: none">• Computer literate, with the ability to use appropriate software packages and input data accurately• Able to update content succinctly, speedily and accurately• Able to work accurately and to a high standard with a keen attention to detail• Able to maintain confidentiality• Able to deal with a number of different situations in quick succession• Able to work within the context and principles of the Data Protection Act and GDPR	
Equal Opportunities	<ul style="list-style-type: none">• Commitment to promoting and supporting the school's equal opportunities policy• Awareness of and commitment to equal opportunities	

Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people 	
Disposition	<ul style="list-style-type: none"> • Good team member • Ability to work hard with competing deadlines, prioritising appropriately, and maintaining good humour • Good interpersonal skills, able to communicate with people at all levels • Willingness to be trained in relevant IT areas where appropriate • Evidence of commitment to and understanding of collective responsibility 	