



## DRAYTON MANOR HIGH SCHOOL

### **JOB DESCRIPTION**

**POST** Communications Officer

**DEPARTMENT** Administration

**GRADE** Grade 5, Term Time, 40 weeks per annum  
Monday to Friday, 35 hour week

**RESPONSIBLE TO** Head's PA/Director of Operations

**JOB PURPOSE** To promote the school in the public domain using a range of media and coordinate high quality school communication internally as well as externally whilst developing strong relationships with stakeholders, including alumni, to enhance the work and life of the school.

*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*

### **KEY TASKS**

- To lead and coordinate a promotional and communications strategy for the school
- To develop strong relationships with alumni through regular communication and database tracking
- To coordinate all communications for events such as Open Evenings, Awards Evening, Ethics of Excellence Awards, Concerts and the School Play
- To ensure the accuracy, timing and consistency of school communications is maintained
- To oversee management of the website and Intranet and ensure information is accurate and up to date
- To archive all material in accordance with the school archive plan
- To work closely with the school external printers and photographers to coordinate the design and content of all school publications
- To have a good understanding of and to comply with the Data Protection Act and GDPR
- To carry out other duties and responsibilities, of a similar nature, and at a similar responsibility level to those described above which may be allocated from time to time.