 **School Communications Manager**

**Job Description**

**Post title: School Communications Manager**

**Hours: 0.8 FTE 28 hours per week**

**Grade: 4 for a 39-week contract (term-time plus training days)**

**Salary: FTE £19,554- £21,166 (paid pro rata)**

**Responsible to: Isla Lunan, School Business manager**

**Purpose of the post**

Fulbourn Primary School is seeking to appoint an experienced and flexible administrator with responsibility for Communications.

**Main responsibilities**

* Maintenance and development of the school’s website, including writing text and keeping information up to date and compliant with the DfE’s statutory requirement.
* Liaison in person, by telephone and by e-mail with staff, parents, governors and partners in education, including responding to non-standard questions and handling complaints and queries.
* Management and administration of Schools Office 365 setup and associated accounts and applications.
* Administering the school to home electronic mailing system.(BROMCOM)
* Producing and distributing the school’s weekly newsletter and Staff bulletin.
* Maintaining communication with the wider community to raise the profile of the school.
* Producing a short monthly article on school news for the Parish Magazine.
* Taking charge of a high standard of written communications, including:
* Proofreading letters before they are sent out
* Proof reading and editing policies
* Writing and producing the school’s weekly newsletter and staff bulletin.
* Drafting letters and reports for the Senior Leadership Team
* Drafting agendas and taking minutes at meetings including governors meetings.
* Typing up and distributing meeting minutes
* Produce presentation material using suitable IT program for Senior Leaders as required, e.g. for assemblies or parents’ evenings.
* Maintain the school’s electronic diary.
* Preparation of recruitment material and following up references.
* Preparation of the school’s Welcome Pack for new parents.
* Collating questionnaire responses and writing relevant reports.
* Creating programmes and tickets for school functions.
* Sharing ‘front of house’ duties such as managing school security and visitors to school, dealing with parents’ enquiries, selling school uniform, greeting visitors and dealing with incoming mail.
* Attendance data input via the pupil database as required.

**Notes**

* The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
* This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
* The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteachers.
* This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced DBS disclosure.**

**School Communications Manager: Person Specification**

**Qualifications and Training**

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| --- | --- |
| Essential | Desirable |
| * At least 5 GCSEs, including A-C grades or equivalent in English and maths * Experience of preparing written communication (e.g. letters and reports) for a professional organisation * A commitment to professional development * IT courses or qualifications in Windows and Microsoft applications | * A levels or equivalent * Undergraduate degree |

**Experience**

|  |  |
| --- | --- |
| Essential | Desirable |
| Recent experience of:   * Positive engagement with the public * Website maintenance and developement * Compentently using Microsoft Office applications, including Word and Excel * Compentently using Office 365 and associated applications including teams, one drive,outlook and calander * Taking and writing up meeting minutes * Familiarity with social media including Facebook and Twitter * Collaboration as part of a team | Recent experience of :   * Working in a Primary School or other education setting and/or experience of working with children * Experience of using BROMCOM student data management (full training will be given) * Marketing, promotion and publicity experience * Recent experience of managing the administration of office 365 users in an organisation |

**Qualities and Attributes**

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| --- |
| * A sound command of English language, including excellent written and oral communication skills and the ability to proof materials for sense and accuracy. * Excellent interpersonal skills, comfortable dealing with adults and children at all levels. * The ability to deal with parents with tact and discretion and be prepared to maintain a very high degree of confidentiality. * The ability to prioritise tasks, maintain high standards of accuracy despite frequent interruptions and respond flexibly to change. |

**General**

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| --- |
| * A clear, well presented application that is well constructed and reflects an understanding of the requirements of the post. * Excellent and unequivocal references regarding performance as an administrator. * The ability to be articulate and persuasive at interview and demonstrate communication, organisational and prioritising abilities. |

 **Making an application**

**Application Process**

The post of School Communications Manager is a part-time, permanent post for 43 weeks per year. Please complete and return the application form by 12 noon on Wednesday 18th September along with a supporting statement. It should be posted or emailed to [sbm@fulbourn.cambs.sch.uk](mailto:sbm@fulbourn.cambs.sch.uk). CVs will not be accepted.

It is important that you explain clearly in your supporting statement why you are applying for the role and how you have been equipped for it by your experience and qualifications.

If you have been shortlisted for interview we will contact you soon after the closing date. Please ensure we have a daytime number or email address so that we can get in touch to make the necessary arrangements. **Interviews are planned for Wednesday 25th September.**

**References**

When providing details of referees, applicants must provide two references. One reference should be from your current employer or if unemployed, your last employer. Where possible references should be from separate sources and not from the same organisation or employer.

All referees should have known you for at least one year or more and cannot be a spouse, partner, friend or relation or someone with whom you live.

The school will contact referees for verification.

**Safeguarding**

Fulbourn Primary School is fully committed to safeguarding. If you are invited for interview you will be required to provide original documentation to prove your identify (e.g. passport, driving licence, P60/45) and original exam qualification certificates.

Successful applicants will be required to complete a disclosure form to enable an enhanced DBS check to be undertaken. Information from the DBS check will be held in strict confidence. You will also need to provide proof of your eligibility to work in the UK and complete a Medical Declaration and receive fitness for work.

**Data Protection**

Should you be unsuccessful with your application, the School will confidentially destroy your Application Form after six months of its submission. If you are successful in your application, this information will be kept securely as part of your personal employment record.