



External Relations and Communications Officer

King's College London Mathematics School

- Salary £30,230– £34,207 FTE depending on experience and qualifications (pro-rated £18,138-£20,524)
- Part time 0.6FTE
- Permanent
- Start date: as soon as possible

Job pack contents:

- Application procedure
- Information about King's College London Mathematics School, and the post
- Job description
- Person specification

Thank you for your interest in King's College London Mathematics School!

Application Procedure

Should you wish to apply for this position please send the following:

- A completed application form, and
- An Equality and Diversity reporting form

Links to these documents can be found on our [website](#).

Applications should be made electronically in Word or PDF format by email to KCLMSvacancies@kcl.ac.uk. Enquiries may be made to Tanya Waddingham, Business Manager, using the same email address.

Closing date: 12pm on Friday 31 January 2025

Interviews to be held in week commencing 3 February 2025

Please advise your referees that they may be contacted and asked to provide a reference at short notice.

King's College London Mathematics School (KCLMS)

www.kingsmathsschool.com

King's College London Mathematics School is for students with a particular aptitude and enthusiasm for mathematics, and aims to widen participation in mathematical degrees and careers at the very best universities and institutions. The state-funded school was opened in 2014 by King's College London, and since then its students have consistently attained unparalleled attainment and progress through A Level results that have established the school as the top performing school in the country. Following the school's success, maths schools are now being opened by universities across the UK. The school was recently awarded State Sixth Form of the Year 2025 by The Sunday Times.

The curriculum

Our aim for the curriculum is for it to not only ensure excellent progress and attainment at A-level, but also to prepare students for successful further study and careers in the mathematical sciences.

All students at the school take Mathematics, Further Mathematics and Physics to A-level, and either Computer Science or Economics to AS-level. They also take part in an extended curriculum that develops research, independence, literacy and communication skills, and that encourages the development of interests and of a healthy lifestyle. The school's educational ethos involves supporting students' future fulfilment by enabling confident self-expression both within and without our curriculum.

Students are prepared throughout their time at the school for the most challenging qualifications at sixth form level, including STEP (Sixth Term Examination Paper, set by the University of Cambridge). They are also prepared to enter the many individual challenges and team competitions that are available in mathematics, physics and computer science.

The link to King's College London

King's College London is one of the top 10 universities in Europe (*Times Higher Education World University Rankings 2023*) and the fourth oldest in England. It is the sponsoring organisation for KCLMS, and the university maintains strong strategic and operational links with the school. Strategic oversight is provided by the university through the school's governance structures, and academics from the faculty of Natural, Mathematical and Engineering Sciences interact with KCLMS students by teaching extension programmes and mentoring groups of students working on extended research projects.

Site and Size

The school is located on Lambeth Walk, near to the Imperial War Museum and a short walk from the King's Waterloo campus. The school has 150 students split between year 12 and year 13.

Admissions Policy

King's College London Mathematics School operates a selective admissions process. The school is committed to recruiting a significant proportion of students from socially and financially disadvantaged backgrounds, and to an outreach programme to further this objective.

Outreach

King's College London Mathematics School aims to be a centre of excellence for the teaching of mathematics and its applications. The school supports high-attaining students across London, and in particular those who come from more challenging backgrounds, to develop their mathematical skillset, and also works with teachers to provide professional development around the teaching of Mathematics, Physics and Further Mathematics A Levels.

External Relations and Communications Officer

The school is seeking to appoint a dynamic and creative external relations and communications officer to take responsibility for a wide range of activities involving communication with the school's internal and external audiences. The key responsibilities of the post holder will include: sharing what life is like at the school through newsletters, social media and our website; managing relationships with current and potential funders and supportive partners including the preparation of funding reports; actively promoting and providing administration to our alumni community; writing and preparing school promotional materials; and supporting with press coverage and visits to the school.

The external relations officer will work closely with the Head Teacher in delivering their role and alongside the school's highly collaborative team of teachers, leaders and administrators.

The successful candidate may be a recent graduate seeking their first post or a more experienced individual looking to deploy their experience in a part-time capacity. Most importantly, they will have the skills to perform the role and be able to show initiative, work independently and deliver results. A vital qualification will be that they share the vision of the school to help young people with a particular aptitude and enthusiasm for mathematics find challenge and excitement in a school that fosters intellectual growth and curiosity.

The part-time nature of the post means that days/hours of work will need to be arranged prior to appointment. The school can be flexible to meet the preferences of the right candidate.

The post will commence from March 2025, or earlier by arrangement.

Why work for King's Maths School?

At King's Maths School we are proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Benefits include:

- Being part of a small, knowledgeable and fun team.
- Better than industry standard family leave benefits, including for adoption and surrogacy.
- A cycle to work scheme (we have staff changing and shower facilities on site), educational discount at the Apple Store, access to King's College London's research, learning and prayer facilities, and subsidised KCL gym use.
- Opportunities to attend a range of cultural events for free as part of our cultural programme, including theatre shows, orchestra performances, sporting events, art galleries and museums.
- A progressive staff wellbeing policy that includes access to an in-school counsellor.
- 21.9% employer pension contributions to the local government pension scheme, subject to contributions by the employee on a tiered scale.
- A bean to cup coffee machine – we know the importance of good coffee!

Job description

Post title	External Relations and Communications Officer
Responsible to	Business Manager

Role outline

The External Relations and Communications Officer will work with the Head Teacher and senior leadership team to promote and communicate the activities of the school to its existing and future internal and external audiences. The key responsibilities of the post holder will include: sharing what life is like at the school through newsletters, social media and our website; managing relationships with current and potential funders and supportive partners including the preparation of funding reports; actively promoting and providing administration to our alumni community; writing and preparing school promotional materials; and supporting with press coverage and visits to the school. They will be an integral member of the school community and will work collaboratively with all staff to realise the vision of the school.

Responsibilities

Preparing electronic and print communications and marketing materials

- To update the school website including through frequent news stories
- To create a termly newsletter
- To write and prepare marketing materials
- To co-ordinate with designers and printers to create and produce high quality marketing materials.
- To assist with the production of other communications as required
- To manage all school marketing materials, images and videos and to oversee their correct use throughout the school

Management of school social media

- To develop, manage and publish content to the school X, LinkedIn and other accounts
- To seek best-practice examples of school social media use, to further improve the school's online social media presence
- To work with students to set-up and run a student social media account, promoting the school and enjoyment of learning its subjects to potential applicants and other young people.

Management of relationships with current and potential funders

- To maintain links with the current and potential funders, both corporate and individual.
- To work collaboratively with the Kings' College London philanthropy team to maintain and build new funder relationships
- To prepare and communicate funding evaluations and reports, specific to their audience

Management of relationships with supportive individuals and organisations

- To ensure that supportive individuals and organisations are kept informed about the school, for instance through the termly newsletter.

Management of the alumni programme

- To act as the first point of contact for school alumni
- To contribute to a calendar of engagement events for school alumni
- To plan, organise and contribute to the delivery of alumni engagement events

Management of press coverage, events and visits

- To support the Head Teacher with the organisation of press coverage and events involving the press.
- To plan and execute events for external visitors.
- To assist with key events such as Open Evenings, Taster Days, Interview Days, Results and Enrolment days, some of which take place on weekday evenings or at weekends.

Administration, planning and evaluation

- To maintain a calendar of significant internal and external school events
- To plan and organise for the most efficient use of resources in completing projects
- To consult with appropriate stakeholders when conceiving, planning and delivering communications.
- To evaluate the impact of actions taken and propose improvements for future projects.

Broader responsibilities

- Contribute to the establishment and maintenance of a caring, positive, safe and stimulating environment for all students and prioritise at all times their safety and well-being by following the Welfare and Safeguarding policies.
- Demonstrate a commitment to the mission and vision of the school, including our aim to provide opportunities to all regardless of background.
- Attend staff training days and demonstrate a personal commitment to be fully up to date with role specific training.
- Comply with all school policies.
- Maintain confidentiality of staff and student/family information.
- Demonstrate a commitment to equal opportunities, and to the promotion of safeguarding and welfare of students and staff at the school.
- Cover for other support team members from time to time to ensure the smooth running of the school.
- Undertake such additional responsibilities as may be reasonably required commensurate with the level of responsibility and remit of the post within the school.

Person specification

Eligibility to work in the United Kingdom

The advertising of this post has not been compliant with UKBA guidelines for candidates who need to apply for a Certificate of Sponsorship to work in the UK.

We don't want potential candidates to be put off if they believe they do not meet every one of the criteria as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of the criteria described.

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application I Interview R References
Education/qualification and training			
GCSE English and Mathematics or equivalent qualifications	X		AP
A good standard of general education (A-level or equivalent qualifications)	X		AP
Degree in an appropriate subject area		X	AP
Experience			
Experience of writing copy and producing communications		X	AP, I, R
Experience of working with social media in a professional context		X	AP, I, R
Experience of planning, organising and delivering events		X	AP, I, R
Experience of working with funding organisations/individuals		X	AP, I, R
Knowledge/skills			
Excellent written communication skills, with a high standard of English	X		AP, I, R
Excellent interpersonal skills with the ability to communicate clearly and appropriately in person, by email and by telephone	X		AP, I, R
Excellent organisational skills and keen attention to detail	X		AP, I, R
IT literacy, including the ability to learn new systems, and ideally familiarity with Microsoft Office applications	X		AP, I, R
Ability to deal with competing priorities and deadlines	X		AP, I, R
A keen eye for detail and the ability to record and assimilate information accurately	X		AP, I
Ability to vary tone and language to suit your intended audience and an understanding of, or willingness to learn, key etiquette requirements for high-profile visitors and partners of the school.	X		AP, I
Personal characteristics/other requirements			
Proactive in approach to work, taking initiative on duties	X		AP, I, R
Ability to work constructively with others inside and outside the school	X		AP, I, R

Integrity and reliability	X		AP, I, R
Understands the need for data confidentiality, and how to keep data secure.	X		AP, I
Willingness to work flexibly in a small team to ensure the smooth running of the school	X		AP, I, R

Safeguarding

King's College London Mathematics School is committed to safeguarding the welfare and well-being of children, and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Equal opportunities

Our staff are amazing – they inspire students, have great ideas, and help make King's Maths School a fantastic place to work. We are committed to ensuring that we are always recruiting, retaining, and promoting a diverse mix of colleagues because we know that for our students to succeed they need a staff body with a broad range of ideas, skills and experiences.

Applicants with disabilities

King's College London Mathematics School is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the Business Manager, Tanya Waddingham, by emailing Tanya.Waddingham@kcl.ac.uk.

Thank you for your interest in King's College London Mathematics School.