



JOB TITLE	Communications and Marketing Advisor
DEPARTMENT/SECTION	Communications and Marketing
SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i> The postholder will be required to; <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Check (DBS).• Complete Child Protection Training.• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.	
SKILLS & QUALIFICATIONS	
Essential: <ul style="list-style-type: none">• Proven experience in a communications or marketing role.• Degree in Communications, Marketing or a related field.• Strong writing and editing skills for a range of audiences and formats.• Experience managing digital platforms such as social media and websites.• Ability to manage multiple projects and work to tight deadlines.• Familiarity with basic design and editing tools (e.g. Canva, Adobe Express, Mailchimp, CMS platforms).• Proficiency in MS Office.• Proven experience creating engaging content for different audiences. Desirable: <ul style="list-style-type: none">• Experience supporting or coordinating advertising campaigns.• Understanding of GDPR and safeguarding considerations in a school or public-facing context.• Event promotion or communications support experience in a school, charity or public sector environment. Personal Attributes: <ul style="list-style-type: none">• Confident communicator with strong interpersonal skills.• Organised, efficient, and able to multitask.• Proactive, adaptable, and eager to take initiative.• Collaborative, with a positive and solution-focused approach.• Willingness to work occasional evenings or weekends to support school events.• Ability to thrive in a fast-paced environment and adapt to changing priorities and technologies.	