**JOB DESCRIPTION**

**Job Title:** Events and Communications Officer

H4 range £20,324 (£11,694 pro rata)

25 hours per week term time only including inset days

**Responsible to:** Business Support Manager

## Main Purpose: To provide administration support for all school events and communications

### Main Areas of Responsibility:

* To provide administration support on all school events
* To provide support to the Leadership Team on marketing
* To take on projects as required
* To provide support on all school communications
* To provide support for all other members of the Admin team as and when required and directed by the Business Support Manager

**General responsibilities common to all staff:**

* To carry out duties as may be required from time to time commensurate with the overall responsibility of the post
* To comply and actively promote school policies, including Behaviour for Learning, Safeguarding, Equal Opportunities and Health and Safety.
* To promote positive student conduct
* To deal with all personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
* To participate in the School’s performance management process
* To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
* To undertake training and development relevant to the post

**Qualifications:**

* Educated to A level standard (E)
* Relevant degree, and/or qualifications (D)

**Experience**

* Experience in either event management or marketing administration (D)

**Knowledge, Skills and Personal Qualities**

* The ability to work in a team, to be flexible to the needs of the school (E)
* Competent and effective user of IT, including Excel and Word and having the ability to learn new systems relatively quickly (E)
* Excellent attention to detail and the ability to work accurately even when under pressure (E)
* Ability to work under pressure and remain calm (E)
* Ability to be proactive, work as part of a team, to work independently and to think laterally and creatively (E)
* Willingness to adapt to changing needs and circumstances (E)
* Strong written and oral communication skills and the confidence to work effectively with staff, students and parents (E)
* Excellent organisational and administrative skills including the ability to work to deadlines and the flexibility to take on new tasks as they arise (E)
* Commitment to staff welfare, including being understanding, supportive and able to maintain confidentiality (E)
* Commitment to equal opportunities and the equal value of all members of the school community (E)
* Experience of working in a school environment (D)

D = Desirable E = Essential