Headteacher: Miss J Richardson

School Roll: **1090 with 231 in the Sixth Form**

**Events and Communications Officer**

**H4(6) £20,324 (£11,694 pro rata)**

**25 hours per week term time only including inset days**

### Verulam School is looking for an enthusiastic, energetic and positive Events and Communications Officer to work within our Admin Department to provide administration support for all school events and communications as well as get involved in school projects.

The candidate should have a positive, proactive, trouble-shooting approach. Must be organised, flexible and a team player. The candidate should also demonstrate a commitment to the vision and the values of the school.

Verulam places great emphasis on extra-curricular activity and engagement and benefits from outstanding attendance and exemplary behaviour.

Verulam School is a high achieving boys’ school with a mixed Sixth Form, which forms part of the highly successful BeauSandVer consortium. As a school, our core values of “***Excellence, Character***, ***Respect***” permeate all that we do. We are located in St Albans, a beautiful Cathedral city with a lively cultural life surrounded by countryside but still only 20 minutes from London by train and with easy access to motorways and airports.

The school has good GCSE and A Level results and achieved an above average Progress 8 score of +0.22 in 2019. It was judged to be a Good school in all categories by Ofsted in October 2018.

Verulam School is a member of the Alban Academies Trust, together with Sandringham, Ridgeway, Wheatfields Junior and Wheatfields Infants’ and Nursery schools. We work together within the Trust to share best practice, deliver joint training, promote the highest of expectations and raise achievement for all students. The Trust’s motto is ‘Educational Excellence for All.’ The Trust offers significant opportunities for career development of staff at all levels of the organisation.

Verulam School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristic. Verulam School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

If you wish to have a tour or discussion, please contact Kelly Bonass, Head’s PA, on [Kelly.bonass@verulam.herts.sch.uk](mailto:Kelly.bonass@verulam.herts.sch.uk) or 01727 754102 for further details of the post.

Closing date:              Monday 27th September 2021

Interviews: Week commencing 27th September 2021