HEAD OF COMMUNICATIONS

CHENEY SCHOOL - JOB DESCRIPTION

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| **Job Title** | Head of Communications | **Department** | Senior Leadership Team |
| **Reporting to** | Assistant Head Teacher | **Time** | 37 hrs per week  (if full-time) |
| **Grade** | Grade 9 | **Work Timings** | Term-time plus 2 weeks during school holidays |

**Outline of principal responsibilities:**

* To be responsible for the effective delivery of information to Cheney staff, encompassing the co-ordination of effective and prompt staff communication through a range of channels.
* To establish, maintain and continually improve a communications process within Cheney and externally with all its stakeholders (parents / carers / governors / community / media)
* To be responsible for the effective delivery of information to staff, students and parents

**Key roles and responsibilities**

* Developing publicity and / or marketing materials for school or community activities, fundraising, recruitment and training programmes including the yearly update of the Cheney prospectus.
* Co-ordinating and assisting on occasion in delivering school events.
* Supporting institutional surveys
* Ensure ease of access to communications and clarity and consistency of message through the management of the staff and student bulletins, the staff handbook and to assist with the management of good quality administration to staff
* To oversee the school calendar to ensure consistent, relevant and timely delivery of internal communication
* Take responsibility for the management of the Cheney website, including refreshing content and making improvements to functionality
* To oversee the school’s newsletter, develop in other staff their knowledge and understanding of internal communication tools and techniques and lead relevant training to ensure any marketing materials are produced in an attractive manner and are fit for purpose
* To lead with other members of the administration team the communications and presentation elements of whole school events
* To line manage members of the administration team which include administration support to the Deputy Headteacher/colleges, administration assistant, reception and reprographics
* Supervision of office staff.
* Planning work schedules and ensuring that all office staff are aware of impending work projects, etc.
* Delegation of work to office staff as and when necessary.
* Liaison with senior school staff relating to work to be undertaken by the office.
* Identifying training needs and bringing them to the attention of the Headteacher for discussion.

**General**

* To attend meetings and in–service training sessions as required
* To participate and lead in team development and performance management processes in accordance with school policy
* To be familiar with and adhere to all school policies and Health and Safety requirements
* To undertake such duties as may be required from time to time
* To be familiar with and to adhere to the school’s Health and Safety policy