

Communications Assistant

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| Job Description | |
| The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| **Summary of the role** | **Job Title:**  Communications Assistant  **Department:** External Affairs  **Location:** De Parys Avenue, Bedford  **Job Purpose:** To provide secretarial and administrative support to the External Affairs Team and other departments within the school as required  **Reporting Line:** Assistant Head (External Affairs)  **Hours:** An average of 29 hours per week term time only and approximately 12 Saturday mornings per year on a rota basis (9.00am – 3.00pm, with a half hour unpaid break, in term time and 8.30am – 12.00noon on Saturdays). The post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998). Slightly reduced hours may be a possibility. |
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| **Main duties and responsibilities** | This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.  The main duties and responsibilities of the Communications Assistant are as follows (this list is not exhaustive):   * To create and distribute all weekly communications and e-bulletins to relevant audiences * To assist in updating the school website * To act as the department proof reader for all school communications * To assist the Communications officer with updates and developments on school literature * To manage all school profiles, including print and online * To assist the Communications Officer to update and maintain the marketing contacts databases * To upload key stores to industry websites and contacts on a weekly/fortnightly basis * To maintain copies of all press coverage * To provide full administrative support in connection with all aspects of school communications * To keep accurate and up-to-date records of school literature in stock * To organise the effective ordering of all corporate stationery, printing requests and promotional materials * To assist with any other duties and tasks as delegated by the Assistant Head (External Affairs), to ensure the smooth operation of the department and the School * To assist the school’s wider administrative team if required |

You may also be required to undertake such other comparable duties as the Trust requires from time to time.

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| Person Specification – Communications Assistant | | | |
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|  | **Essential**  These are qualities without which the Applicant could not be appointed | **Desirable**  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | **Method of  assessment** |
| **Qualifications** |  | Relevant professional qualification(s) | *Certificates* |
| **Experience** | Experience of updating/maintaining information on websites, profiles, databases or other information sources  Administration experience in an office environment | Experience of producing or assisting with the production of articles for a variety of media | *Application form and references* |
| **Skills and Knowledge** | Strong ICT and keyboard skills  Accurate proof-reading skills | Knowledge of specific software packages e.g. Adobe Photoshop and InDesign | *Application form, references, practical exercise* *and interview* |
| **Personal competencies and qualities** | Effective communicator with good interpersonal skills  Organised with a meticulous eye for detail  Able to work as part of a team.  Self-motivated, with the ability to use initiative and manage own time and resources effectively  Demonstrates a positive and helpful approach  Ability to be flexible to meet the needs of the School  Adaptable |  | *Interview and references* |