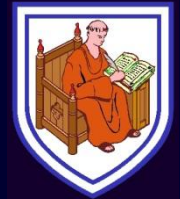


St Bede's School

'Christian Education at its Best'



Communications Manager

36 hours per week, 40 weeks per year

£29,604

To start ASAP

Application Deadline: 09:30 on 17 April 2026

64 Carlton Road, Redhill, Surrey, RH1 2LQ Telephone: 01737 212108

Belonging

Education

Determination

Excellence

Service

Ofsted
Outstanding
Provider



About St Bede's

At St Bede's we are proud to serve roughly 1900 boys and girls of all abilities, age 11-18, from the Reigate, Redhill, Caterham, Horley and surrounding areas. This includes over 300 studying academic courses in the sixth form. The school has an Anglican, Catholic and Free Church foundation and we work hard to create an inclusive ethos. Our aim is to ensure that pupils thrive academically, socially and spiritually within a Christian framework.

In March 2023 Ofsted carried out an inspection of St Bede's and judged the school outstanding. The report acknowledged that pupils behave exceptionally well and they are happy and safe. They are unfailingly respectful to each other, to staff and to visitors and their positive attitudes mean that lessons are rarely disrupted. The inspection highlighted that leaders in subjects across the school have created an ambitious curriculum. Teachers have a very high level of subject knowledge and expertise which they use to provide pupils with explanations that are rich in details, bringing the subject to life.

Attainment and progress scores at GCSE and A level are consistently above national averages. We are particularly proud of the English and maths results achieved at GCSE. Both departments achieved fantastic results at 4 and 7 grades.

Measure	2024	2025
Attainment 8	59.34	58.15
Progress 8	+0.72	N/A
EBACC	47%	53%
EBACC entered	62%	67%
4+ English	94%	92%
4 +Maths	94%	89%

Our school is committed to the safeguarding of children so all appointments are subject to a satisfactory enhanced DBS check. Only applications made on our School Application Form will be considered; we do not accept CVs or unsolicited testimonials. It is our policy always to request references prior to interview.

Please see our staff prospectus for further information about working at St Bede's.

"Pupils enjoy their time in class and describe their lessons as 'inspirational'. The content of these inspirational lessons reflects the high expectations that staff have for what pupils can accomplish."
Ofsted 2023

Communications Manager at St Bede's

This is a great opportunity for someone to drive our marketing and communications strategy and to lead our administration team, who act as the first point of contact for parents/carers and visitors to the school.

Please note, applications will be reviewed upon receipt and as such, this vacancy may close before the deadline advertised. Early applications are encouraged.

Do you pride yourself in having great attention to detail, excellent written communication skills, and a commitment to maintaining the St Bede's brand? Do you possess leadership qualities? This unique role involves promoting the school and its thriving sixth form, enhancing our digital presence and driving community engagement.

The administration team is crucial in providing support across the school, with a strong focus on excellent customer service, ensuring a positive first impression for all visitors, students and staff. We are looking for an enthusiastic individual who holds themselves and others to the highest standards.

The administration team supports all areas of the school and is structured into three main functions:

- *Admin support / reception* - delivering a broad range of essential administrative and support activities to ensure the efficient functioning of the school.
- *Marketing and communications* - handling all aspects of the school's external and internal communication, and brand management.
- *Reprographics* - providing an efficient reprographics service across the school

Your role will be located at the front of the school in the main reception area. The successful candidate needs to have excellent IT and organisational skills and be able to multitask. It is also important to have good written and oral communication skills, that allows for effective communication with all levels of school staff, students, governors and all visitors to the school. You will also need to have the ability to deal with sensitive and confidential situations.

This employment is full-time (36 hours a week); there is a degree of flexibility surrounding the working pattern, which will be discussed at interview and agreed with the appointed person. The vacancy is for 39 term time weeks of each year including INSET days, plus one additional week to be worked during school holidays.

Support staff are valued members of the school community and fill vital roles. They are respected for the expertise they bring to their area of work. St Bede's supports the professional development of its staff and takes staff wellbeing very seriously.

Annual salary reflects the contractual hours and weeks per year and is calculated using a Surrey Pay formula which includes payment in respect of statutory annual leave allowances. Salary is paid in 12 equal monthly instalments.

There is no entitlement to take leave during term time. All holidays must be taken during school breaks.

Job Profile

St Bede's is a voluntary-aided school in which staff are employed by the Governors and will work within the policies approved and adopted by the Governing Body and under the direction of the Headteacher. All staff are expected to support the Christian ethos of the school, maintain the highest professional standards and contribute to the development of St Bede's as a thriving community.

Role Purpose: Manage all aspects of the school's communications and brand to enable the school to develop and achieve its objectives.
Manage the administration team, ensuring that day-to-day admin operations run smoothly, review and streamline processes, and assist in the training of the team in new, more efficient ways of working.

Key deliverables include:

- Lead the administration team promoting teamwork to ensure the smooth and efficient running of the school administration processes and procedures
- Oversee the day to day operation of the administration team, ensuring accuracy and timely delivery of all communications to internal and external stakeholders
- Manage the planning, creation and delivery of St Bede's internal and external communication programme
- Collaborate across departments and engage with staff, parents, alumni and the wider community
- Design and prepare school newsletters and other publications and prepare and despatch a range of correspondence
- Support the senior leadership team and plan and organise internal events to promote to support the aims of the school
- Liaise with senior management and other staff concerning priorities, deadlines, policies and procedures and maintain effective communications systems both within the school and externally
- Recommend improvements to processes and procedures and support implementation ensuring best practice is shared across the school

Contract The contractual basis of this post is the current Surrey Pay scheme and any other regulations currently in force

Job Family: Business Function **Grade: 7**

Responsible to: SLT Support & Admissions Manager

Line management: Admin support team
Reprographics

Accountabilities & Tasks

The key accountabilities are numbered below. Additional information/responsibilities are shown as bullet points under each accountability and are not considered to be exhaustive.

1 Service & Support Delivery

- 1.1 Deliver a range of administrative services in support of existing systems or processes to agreed standards, to maximise service quality and continuity, contributing to the smooth running of the administration team
 - Providing high quality support to the SLT support and Admissions Manager, middle and senior leaders through effective administration and design skills
 - Manage administrative systems to provide an effective service to the Senior Leadership Team and Middle Leaders and ultimately to staff, pupils, parents and stakeholders
 - Providing effective internal and external communications to governors, staff, pupils, parents, churches and the general public including marketing materials, annual reports and advertising
- 1.2 Receive and respond to everyday enquiries from colleagues and external callers/visitors/communications to provide a timely, courteous and effective service
 - Receiving incoming telephone calls and action or re-direct as appropriate when needed
 - Provide reception cover from time to time
- 1.3 Manage the process for all visitors to the school
 - Ensure letters of assurance are obtained for professional visitors
 - Manage and update the list of approved visitors
 - Liaise with other school staff to ensure they are carrying out the appropriate checks for visitors to their team or department

2 Planning & Organising

- 2.1 Support the SLT Support and Admissions Manager and senior staff, ensuring confidentiality, and assisting in the effective organisation of internal/external meetings and activities to support a high standard of office organisation
- 2.2 Plan and prioritise the range and volume of work to be undertaken for the months ahead and plan to ensure it is completed on time and to an appropriate standard. Respond effectively to changing demands, adjusting priorities as needed
 - Manage the administrative function to meet the requirements of the annual school programme

3 Working with Others

- 3.1 Manage staff, allocating and prioritising their work and manage performance to secure efficient service delivery
- 3.2 Maintain a network of contacts and external agencies, knowing who to liaise with on key issues (local press, printers, newsletter sponsors etc.)
- 3.3 Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the school
- 3.4 Receive visitors and provide/request basic information in a courteous manner to promote a positive image of the work unit

4 Analysis, Reporting & Documentation

- 4.1 Ensure information and records are processed and stored to agreed procedures
 - Organise information to agreed procedures ensuring accuracy (including the school's image library)
- 4.2 Prepare and dispatch a range of standard correspondence/documents to ensure an efficient response to enquiries and timely conclusion of any process connected with the defined area of activity.
 - Providing effective internal and external digital (website, Insight, email etc.) and paper based communications to staff, pupils and parents
 - Providing an efficient, high quality, accurate and confidential administrative service
 - Production of high quality newsletters, internal bulletins, flyers, annual reports/prospectus, internal and external information booklets
- 4.3 Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team
 - Add value by challenging the effectiveness of established procedures and developing continual improvement processes for the school

5 People Management

- 5.1 Manage all aspects of the admin team from recruitment to resource allocation
- 5.2 Guide and supervise staff in their duties to facilitate their development and ensure service quality standards are maintained

6 Duties for all

- 6.1 Values: To uphold the values and behaviours of St Bede's School
- 6.2 Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity
- 6.3 Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of yourself and others
- 6.4 To have regard to and comply with safeguarding policy and procedure as appropriate

7 Additional Requirements

- 7.1 Carry out any other task which might reasonably be required

Person specification

	Essential	Desirable
Christian Commitment	<ul style="list-style-type: none"> Strong personal commitment to the ethos of St Bede’s School Able to work effectively within an explicitly Christian context 	<ul style="list-style-type: none"> Personally committed and practicing Christian, member in good standing of any denomination served by the school Informed and thoughtful about current Christian issues
Education and Training	<ul style="list-style-type: none"> A good standard of education – (Minimum GCSE Grade 4 / C in English and mathematics or equivalent experience demonstrable by testing) 	
Experience / Skills	<ul style="list-style-type: none"> High level of computer literacy (including MS Office and Google Workspace) Online graphic design application experience (e.g. Canva, InDesign) Experience of marketing communications Experience managing or leading a team Able to work on own initiative as well as part of a team High level literacy skills and strong attention to detail (e.g. proofreading) 	<ul style="list-style-type: none"> Successful work in secondary school environment Experience of using website content management systems Knowledge of safeguarding
Personal qualities	<ul style="list-style-type: none"> Able to deal with people at all levels Able to respond flexibly and adapt to changing and challenging circumstances and deadlines Excellent personal communication skills Calm and organised under pressure Team player and multi-tasker Self-motivated and hardworking Patience and perseverance 	

How to apply

If you would like to apply, please complete our application form for support posts and send it to us with a supporting statement (no longer than 2 sides of A4) which explains what attracts you to the post, as well as detailing the skills and experience you would bring to it.

Your completed application can be emailed to:

peopleteam@st-bedes.surrey.sch.uk

If you have any queries please ring the People Team on 01737 214048 or send an email to peopleteam@st-bedes.surrey.sch.uk

The deadline for receipt of completed applications is 09:30 on 17 April 2026.

We look forward to hearing from you.

Our data protection policy for job applicants is available [here](#).

