



PUTNEY  
HIGH SCHOOL

GDST

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COMMUNICATIONS MANAGER

Information for Applicants



## MESSAGE FROM THE HEAD

We are delighted that you are considering joining Putney High School. This is an incredible community in which to teach, work and learn and this role offers an opportunity to lead the conversation of one of the UK's most exciting and successful schools.

Based in Putney, SW London, with a reputation for academic excellence and expert pastoral care, we are a down-to-earth, innovative and unashamedly ambitious school where girls achieve exceptional results and go on to an array of impressive destinations in the UK and abroad.

The wealth of passions our pupils pursue is testament to an education that is intellectually thrilling and fun, and to a dedicated staff body who interest, inspire and support our students to thrive.

We are known for our pioneering initiatives in everything from biophilia and design thinking to the science of learning, and for our leading co-curricular programme. Our superb facilities include a purpose-built Sixth Form Centre, a cutting-edge centre for Science, Music, Drama and Debating and the only girls' school boathouse on a famous stretch of the River Thames.

With a focus on continued professional development, membership of leading organisations and a superb package of personal benefits provided by the GDST, this is an opportunity to join a warm and inclusive organisation which has been a powerful voice in education for over 150 years, and to enjoy the camaraderie of a fantastic group of colleagues.

Thank you for your interest in our school. We hope you will make an application and we very much look forward to meeting you.



Jo Sharrock  
Headteacher



# THE SCHOOL

Academic with a very modern edge, Putney is a dynamic and down-to-earth school that nurtures bright and imaginative students.

Our unique brand of modern scholarship provides an outstanding education that is bold, broad and above all, relevant. We prepare students for the future by building confident, hopeful young people, with agile, entrepreneurial mindsets, equipping them with skills in everything from design thinking to PPE. Our students go on to become leaders in fields from medicine to politics, architecture to the environment. Curiosity abounds with fun and challenging lessons across an exceptionally rich curriculum and with exciting co-curricular activities to match.

The school is set on a leafy campus in Putney, close to the River Thames. As one of the largest schools of the Girls' Day School Trust (GDST) we have been leading the way in girls' education since 1893 and today provide a happy and progressive environment in which over 1000 pupils aged between 4 and 18 years old can flourish.

We are consistently ranked among the top performing schools both in London and the UK and are known for producing young people who are ambitious, rounded and responsible. They pursue their interests with passion and humour while building the skills, self-awareness and confidence to throw open doors and make their mark in the world.

## OUR VALUES

At Putney High School we are:

**INNOVATIVE** - Forward-thinking in our approach to teaching and learning, ours is a culture that is modern, relevant and inspires the idea-makers of the future.

**INCLUSIVE** - We offer a holistic education that focusses on the individual and is outward looking - encouraging integrity, compassion, respect and social responsibility.

**INTREPID** - Interested and interesting, we are unafraid to stretch our wings and to blaze trails, curious to explore and to challenge limits.

**INTELLECTUAL** - Scholarly in our approach to learning, we are creative in our thinking and bold in our ambitions.



## THE TEAM & THE ROLE

### THE COMMUNICATIONS TEAM

Open minded and open hearted, we seek to build strong and productive partnerships across all our networks.

Communicating clearly and effectively is one of the school's key commitments. With an ambitious strategic plan and a focus on outstanding teaching and learning, wellbeing and opportunity, there is much to talk about.

The Communications Team is central to the school, and to the Communications, Admissions and Development department, responsible for all internal and external communication to stakeholders from prospective and current parents to alumnae and the local community.

Responsibilities range from profile building through exciting storytelling, publicity and press to marketing, newsletters and events, the website and multi-media content.

#### **Accountable to:**

Director of Admissions, Communications and Development

#### **Salary:**

GDST Scale 5, £47,547 - £56,000 per annum, dependent on experience

#### **Hours:**

Full Time: 36 hours per week all year round.  
Normal working hours: 8:30 am - 4:30 pm (Monday to Friday) NB. This position will involve some out of hours working to attend events.

**Annual leave:** 30 days to be taken during school holidays

#### **Starting:**

May / June 2025



# JOB DESCRIPTION

## COMMUNICATIONS MANAGER

Do you love writing, want to come up with ideas and enjoy communicating those ideas to different audiences? Putney High School is one of the UK's leading independent schools and we need someone to tell our story.

Excellent writing skills and creativity are paramount. The successful candidate will be keen to seek out and write compelling content, from features and opinion pieces for the national media to blogs and news stories. They will be a curious, motivated and enthusiastic individual, keen to engage with and inform our community and the wider audience beyond.

The Communications Manager leads on internal and external communications and marketing, including managing the work of the Digital Content & Communications Officer and Design & Publications Officer.

## RESPONSIBILITIES

- Work closely with the Director of Admissions, Communications & Development on all aspects of public facing communications.
- Seek out opportunities for the school to build its profile nationally and locally.
- Research and write a range of materials including news stories, features, award entries, blogs and opinion pieces.
- Establish strong relationships across the media, creating and pitching compelling ideas.
- Identify, plan and commission relevant and audience-specific content for a range of publications.
- Manage the Digital Content & Communications Officer, including maintaining a fresh, engaging and dynamic school website and social/digital media presence.
- Manage the Design & Publications Officer to ensure the school's branding, and digital and print publications are on message and of the highest standard.
- Attend events (which may be during evenings and the occasional weekend) to create engaging content.
- To support the purpose and values of the school.



## THE PERSON

**The successful candidate will have the following key skills and attributes:**

- Outstanding writing skills and a keen eye for accuracy and detail.
- Confidence in communicating with all stakeholders including parents, prospective parents, the media, and wider community.
- Passion for asking questions and generating ideas.
- Excellent ICT skills and an ability to use Wordpress, Mailchimp and other system software, as well as an enthusiasm to embrace design software such as In Design and Photoshop.
- Cheerful, flexible approach with an enthusiastic, 'can do' approach.
- Ability to liaise with all stakeholders in a friendly, professional and courteous manner.

### **Supporting the work of the GDST**

- Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.

### **All school staff are expected to:**

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.



## WORKING FOR THE GDST

The school is part of the Girls Day School Trust, the UK's leading network of 26 girls' schools. As a member of the GDST, the largest network of its kind, Putney is able to share resources to offer students an education like no-other, and to connect staff within a supportive framework of like-minded educationalists.

As part of the GDST we can offer a variety of benefits:

- Competitive salaries and pay progression
- Competitive terms and conditions of employment
- Generous pension scheme
- Free life assurance benefit
- A discount of up to 50% on fees for children at GDST schools
- Access to extensive professional development opportunities
- Training grants for qualifications
- Interest free loans for training, computer purchase loans and season ticket loans
- A Cycle to Work scheme
- Retail and lifestyle discounts
- Financial guidance and support
- 24/7 Employee Assistance Programme



## HOW TO APPLY

**Within your application form, please fully complete the Supporting Statement section.**

**Please review the Job Description and ensure you highlight how your skills and experience meet these expectations.**

All application forms should be completed electronically.

**NB. CVs are not accepted.**

**Closing Date:** 9am, Thursday 17 April.

**Interviews will take place:** Friday 25 April.

Any candidate wishing to seek additional information should contact:

Email: [recruitment@put.gdst.net](mailto:recruitment@put.gdst.net)

Tel: +44 (0)20 8788 4886

Candidates who are invited to interview will be required to bring original identification documents (e.g. passport) and if applicable proof of eligibility to work/reside in the UK as well as documents confirming educational and professional qualifications. A confirmation of your address within the last three months is also required.

Putney High School and the GDST are 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.

At Putney High School, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.