

**Applications are invited for the post of  
Communications Assistant  
Required from September 2021**

## **The School**

The Cathedral School in Llandaff is the leading independent school in Cardiff, the capital city of Wales. It educates approx. 800 students, boys and girls, aged from 3 – 18.

The school is located on an attractive campus adjacent to the ancient Llandaff Cathedral. It was founded in 1880 as a choir school to provide choristers to the Cathedral, and this tradition continues today. The school moved to its present campus in 1958, then numbering 190 boys and being a preparatory school. It became co-educational in 1978, and expanded very successfully to GCSE 12 years ago, achieving amongst the best GCSE results in Wales every year since. The Sixth Form began in September 2013 and has grown and developed each year; with outstanding results and students progressing to a wide range of university courses. There are no boarders; all of our students come from the locality, most from within a 20-mile radius. Standards, academic and behavioural, are very high. All students are expected to give and to be the best they can.

The school was inspected by Estyn in September 2018 and was judged to be excellent in all five categories. Pupils were described as “confident, ambitious, aspirational and well-informed learners” and the report celebrated the “outstanding subject knowledge” and “passion and enthusiasm” of the teaching staff.

The Cathedral School is a member of the Woodard family of schools and is the only Anglican choir school in Wales. The Christian faith is central to the life of the school and all members of staff are expected to actively promote the aims of a Christian school, to contribute willingly and generously of their time and commitment to school life, and to sincerely seek to do and to be their best.

In addition to membership of the Woodard Corporation, the Cathedral School is a member of the HMC, the Society of Heads, IAPS (The Independent Association of Prep Schools) and also of the Choir Schools’ Association.

## **The School’s Aims**

The school offers a broad curriculum which it aspires to deliver through the highest standards of teaching. It is expected that students will progress within the school until A-level. The school not only prides itself on its musical, academic, sporting and artistic achievements, but also on its ability to challenge and motivate all of its students. We want children to take risks in the classroom, not to be afraid of getting it wrong, but rather to be confident enough to ask questions and think for themselves. All children have talents and gifts, both in and out of the classroom, and we are always looking to identify and celebrate these at every opportunity.

Ultimately, our aim is to equip our young people with the skills, abilities, interests, experiences, qualifications and, most importantly, vision and values to be the best that they can be, and to spend their lives promoting the common good. We hope that each of them will, in some way either great or small, make the world a better place.

## **The Role**

The Cathedral School seeks a highly motivated, professional and enthusiastic Communications Assistant to start in September 2021. Supporting the Communications and Development team, the role will include creating and evaluating social media content to promote the School and the alumni network, compiling marketing publications using the Adobe Creative Cloud for current and prospective parents, and supporting the School's alumni relations and fundraising aims; providing administrative support. This will include compiling reports, typing and processing correspondence and dealing with telephone enquiries. Other daily tasks will include, photography and filming of school initiatives, ensuring the website is up to date and welcoming prospective families at Open Day events.

Should you choose to apply we look forward to meeting you, showing you what we do and hearing what you can offer. If you would like any additional information about the role, please contact Mr Robert Leek, Bursar via [enquiries@cathedral-school.co.uk](mailto:enquiries@cathedral-school.co.uk)

## **Whole School Responsibilities**

All school staff are expected to:

- Support and contribute to the school's responsibility for safeguarding students;
- Work towards and support the school vision, ethos and the current objectives outlined in the School Development Plan;
- Comply with policies and procedures of the school, including those referred to in the Staff Handbook;
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors;
- Work within the school's Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- Be self-reflective and committed to your own continued professional development, participating in training and keeping up to date with current procedures and practices;
- Engage actively in the appraisal process;
- Contribute to and support the wider life of the school, eg. attending school open days (incl one Saturday in early October), supporting pupil discovery days and attending other functions and events; and
- Undertake such other reasonable duties related to the job purpose as required from time to time.

This Job Description is not exhaustive and is subject to regular review.

All staff are expected to make a meaningful and significant contribution to the co-curricular life of the school, and to be in full sympathy with the Christian ethos of this Woodard School, an ethos which pervades all strands of school life.

## Person Specification

### Essential skills and qualifications:

- A degree or similar level qualification in relevant area;
- Excellent written and oral communication skills;
- Highly organised;
- Attention to detail, especially in entering and recording data;
- Proficient use of IT e.g. Adobe Creative Cloud, Excel, CMS
- Excellent administrative skills;
- Ability to work under pressure, prioritise effectively and meet deadlines;
- An interest in fundraising.

### Desirable skills and qualifications

- An understanding of the independent schools market;
- Administrative experience including database management;
- Experience of creating and evaluating social media content particularly for Facebook, Twitter and Instagram;
- An interest in the creative use of video and photography;
- An interest in creative/design.

### Personal characteristics

- A clear understanding of, and sympathy with, the Christian ethos of the school;
- A strong commitment to achieving high standards;
- Self-motivated with the ability to work on own initiative but also as part of a team;
- Flexible with a 'can-do' attitude;
- Enthusiastic, innovative and supportive team player;
- Diplomatic and trustworthy;
- Be able to build excellent working relationships with colleagues;
- A sense of humour!

## Salary, Holidays and Staff Benefits

The salary for this role will be £19,000. It will be based on 37½ hours per week, with some evening or weekend work when Marketing events take place. The normal hours of work will be 8.00am until 4.00pm, with a 30 minute lunch break. The normal hours of work may be subject to change in the event of COVID-19 guidance. You will be entitled to take 30 days paid holiday, to be taken during the school holidays, plus 8 days bank holiday.

Staff are enrolled into an 'auto-enrolment' pension scheme. Permanent staff wishing to have their children educated at the school (subject to places being available and the child/ren satisfying the normal entry criteria) receive a considerable remission on the fees, and all staff are provided with lunch daily, free of charge. The professional development of staff is a high priority. The school is an exciting, challenging and rewarding place to work.

## Application Procedure

Please download and complete the application form and email it, together with a covering letter of no more than two sides of A4, to Mrs Clare Sherwood, Head, via [HeadsPA@cathedral-school.co.uk](mailto:HeadsPA@cathedral-school.co.uk).

The deadline for applications is **Thursday 27<sup>th</sup> May 2021 at 9.00am**. Interviews will take place as soon as possible thereafter, following the half term break.

Further information about the school, including details of our Safer Recruitment Policy, are available on the website at [www.cathedral-school.co.uk](http://www.cathedral-school.co.uk).

## Child Protection

The Cathedral School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with any previous employer, as considered appropriate, and a criminal record check via the Disclosure & Barring Service. They will be expected to uphold the school's Safeguarding Policy (copy on school website) at all times.

Clare Sherwood  
Head

