



<b>Job Title</b>	Communications Administrator
<b>Primary Responsibility</b>	To manage and deliver the school's marketing and communication activities
<b>Salary</b>	Grade 3
<b>Hours of Work</b>	10 hours per week (term time only)

**Job Purpose** To manage and deliver the school's marketing activity ensuring that the website and social media accounts are kept up-to-date and positively promote the school.

### **Line Management**

Responsible to: Associate Headteacher Marketing

Liaising with: Parents, Teachers, Support staff, Students, Local Advisors, Contractors and the general public.

*The post-holder will carry out all duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.*

*This job description may be subject to review, after consultation, at the request of the Headteacher.*

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## **Key Functions**

- To ensure the school website is kept up-to-date.
  - To promote the school through the use of the social media accounts and monitor activity.
  - To ensure key school events are publicised.
  - To ensure all external communications positively reflect the school.
  - To assist with the delivery of marketing events.
  - To keep up-to-date with the latest social media platforms.
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- Any other duties, which reasonably fall within the purview of the post, may be allocated after consultation with the post holder.