

**Wolsingham School & Community College**  
**Job Description**

<b>Post Title:</b>	Administration, Development and Publications Officer
<b>Job Purpose:</b>	To support the Senior Team, students and other staff members with a wide variety of administrative and public outreach tasks and ensure that, when doing these, the school presents itself to an extremely high standard.
<b>Reporting to:</b>	Head Teacher and Senior Team
<b>Hours:</b>	27.5 hours per week – term time +2 weeks
<b>Salary / Grade:</b>	Grade 6 Scale Point 11-17 - £21,166 - £23,836 pro rata
<b>MAIN (CORE) DUTIES</b>	<p>Provide a high quality administrative and publications and service to the Head Teacher, senior staff, and wider school, including but not limited to the following:</p> <p>Taking the lead on creating, organising, and distributing all manner of internal and external school publications, letters and documents, whether in hard copy, electronic, on the website, etc., ensuring that they are written and produced to a very high standard and represent the school well.</p> <p>Taking the lead on organising and implementing our school’s new student recruiting, marketing and/or press releases, including social media coverage, working with outside providers where needed.</p> <p>Organising special projects and events, including the Open Evening, Presentation Evening, Remembrance Services, Senior Citizens’ Christmas Party, etc.</p> <p>Create display boards around the school</p> <p>Other key high level and complex administrative tasks which will ideally be suited to the post holder’s abilities and skills.</p> <p>General:</p> <ul style="list-style-type: none"> <li>● Like other members of the administrative team, the postholder will devote part of their time to assisting with a wide range of clerical and administrative duties throughout the school as needed or directed by the Head Teacher, including but not limited to reception duties, photocopying, typing and distributing letters, organising meetings, updating spreadsheets, keeping diaries up to date, collating and distributing agendas for meetings, supporting the Library, etc.</li> <li>● Must obtain a First Aid at work certificate and provide first aid, pastoral care and support to sick and injured children, taking appropriate action</li> </ul>

	<p>as necessary. They must ensure parents and school staff are fully informed of incidents and accidents.</p> <ul style="list-style-type: none"> <li>• The post holder has common duties and responsibilities in the areas of Quality Assurance, Communication, Professional Practice, Health &amp; Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality &amp; Diversity, Confidentiality and Induction.</li> <li>• As for all staff, presenting oneself as a role model to pupils in terms of speech, dress, attitude etc.</li> </ul>
<b>Enhancing own knowledge, skills and understanding</b>	<ul style="list-style-type: none"> <li>• To attend training courses relevant to the post, ensuring continuing personal and professional development.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.</li> </ul>
<p>This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	
<p>The post-holder has a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.</p>	

Signed: .....

Date: .....

Signed: ..... – Line Manager

Date: .....