



LIGHTHOUSE
SCHOOLS PARTNERSHIP

Job Title:	Communications Officer
Location:	Any Lighthouse Schools Partnership location
Salary Range:	JG6 £29,777-£32,076 (Actual salary £10,603 - £11,421)
Weekly Hours:	15
Reports To:	Head of Administration

Job Purpose

The post holder will report to the Head of Administration and will work closely with other members of the Central Team, Headteachers and other colleagues across the Trust.

The postholder will be responsible for producing and publishing communications and coordinating events, within and on behalf of, the Trust and its schools. The postholder will also be responsible for maximising the benefits of digital and social media to support the Trust's vision, values and aims.

Main Responsibilities and Duties

- Update and maintain the Trust's website and social media, proactively utilising all appropriate digital media to help deliver the Trust's aims and to promote and enhance the reputation of the Trust and its schools,
- Support and advise schools on the upkeep and maintenance of their websites and social media,
- Build positive relationships with local press and media. Ensure media contact is made where appropriate in accordance with Trust initiatives and guidelines and provide advice and support to others in contact with the media,
- Produce high quality publications for the Trust such as the weekly news bulletin and the staff newsletter,
- Apply high quality design to documents and reports for publication,
- Promote Partnership events and manage and keep updated the contact databases.
- Support events held by schools and the Central Team, producing, and distributing physical and digital marketing materials where required.
- Undertake tasks, projects and initiatives as directed by the Administration Manager in order to support the work of the Trust,
- Be an active and effective contributor to the Lighthouse Schools Partnership,
- Undertake other duties that may from time to time be necessary, that are compatible with the nature and grade for this post.

Supervision and Management

The post holder is managed by the Head of Administration.



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<p>Day to day setting of priorities is the post holders' responsibility.</p>
<p>Problem Solving and Creativity</p> <p>The post holder will be required to provide innovative solutions and advise on a range of operational issues to ensure a satisfactory resolution.</p> <p>Creativity and innovative practice are essential to the role and will need to be regularly exercised within general guidelines.</p> <p>The post holder will work with changing and challenging deadlines and during busy periods the post holder will need to prioritise their workload.</p>
<p>Dimensions</p> <p>Lighthouse Schools Partnership is a Multi-Academy Trust of 30 schools across the age range from Nursery to Sixth Form. The Trust includes both community and Church of England schools as well as an English Hub</p> <p>The annual combined revenue budget of the Trust amounts to approximately £55m.</p>
<p>Key Contacts and Relationships</p> <p>Regular contact with members of the Central Team, Headteachers, School Business Managers and other colleagues across the Trust, other Trust staff, Governors, external contractors/suppliers providing goods or services and other external organisations.</p> <p>Due to the nature of this role the outcome with key contacts may not be straightforward and may involve more detailed assessment, planning and evaluation.</p> <p>Will work collaboratively and contribute to a culture of co-operation, flexibility and adaptability within the Central Team and across The Trust.</p>
<p>Decision Making</p> <p>How to deploy their time to deliver an agreed programme of work.</p> <p>Work within the scheduled timeframes.</p> <p>The post holder will be required to make recommendations as a regular feature of the role. The consequences of such recommendations may have significant implications upon the schools which in turn could have an impact upon the Trust.</p>
<p>Resources</p> <p>General Office equipment</p>
<p>Work Demands</p> <p>This role will be subject to deadlines which involve changing of demands and circumstances.</p>
<p>Working Environment</p> <p>Office environment at any Lighthouse Schools Partnership location, with some opportunity for home working.</p>



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Special Notes or Conditions
<p>The post holder will:</p> <ul style="list-style-type: none">• be able to attend virtual meetings,• be able to travel to meetings,• maintain an appropriate level of confidentiality at all times,• have flexibility in undertaking this role. <p>The post holder is subject to the provisions of all child protection legislation, and the Trust's policies governing staff who work with children and vulnerable adults.</p>

Name	
Signature	
Date	



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PERSON SPECIFICATION

Job Title:	Communications Officer
Location:	Any Lighthouse Schools Partnership location

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> • 5 A*-C GCSE's or equivalent including Maths and English. • Experience of appropriate publishing tools such as Microsoft publisher • Demonstration of commitment to on-going professional development. • Experience in a role where creativity and presentation are essential. • Working with the media • Experience in maintaining confidentiality 	<ul style="list-style-type: none"> • Experience of working in the Education sector. • Recent experience in a similar role, including the use of social media and website software.
Knowledge	<ul style="list-style-type: none"> • The willingness to learn new skills to keep up to date with new developments and online platforms. 	<ul style="list-style-type: none"> • Knowledge of keeping Children Safe in Education.
Skills and Abilities	<ul style="list-style-type: none"> • Excellent organisation skills, to be able to prioritise work and meet deadlines and manage expectations of key stakeholders. • A keen eye for detail with strong written communication skills. • Ability to motivate self and others with the ability to work independently and as part of a team. • Ability to work proactively and form sound relationships within the wider trust governance, leadership and central team community • Excellent interpersonal skills, able to communicate effectively with a range of audiences. • Ability to produce a range of marketing materials and provide 	



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	<p>information in a constructive and understandable format.</p> <ul style="list-style-type: none"> • Ability to work and influence at all levels within and outside the organisation and a recognition of professional boundaries. • Demonstrate good judgement. • Ability to form sound relationships within the wider school community. • Ability to work proactively to develop strong relationships with other educational establishments, Local Authorities and other partners. • Ability to deal with difficult situations and resolve conflict. • Flexibility and adaptability in changing situations. • Demonstrate reliability, resilience, integrity and commitment. • Ability to work under pressure and to meet deadlines. • Ability to seek out, manage and influence opportunities for continuous improvement and change. • Ability to maintain a positive and professional demeanour. • A commitment to an excellent standard of customer service. • Think creatively and imaginatively to solve problems and identify opportunities. • Demonstrate a high level of computer literacy including experience in the use of Microsoft Office, inc. Teams, Word, Excel and PowerPoint. 	<ul style="list-style-type: none"> • Knowledge of Photoshop or other photo editing programmes.
<p>Work-related Personal Requirements</p>	<ul style="list-style-type: none"> • Ability to work in busy office environment with frequent interruptions. • Ability to work effectively from other appropriate locations (such as home) 	



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	<ul style="list-style-type: none">• Take responsibility for own professional development and attend training courses as required to perform duties.• Demonstrate a commitment to the Trust's vision, aims and ethos, its community and the school improvement agenda.	
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Post holders will be required to provide evidence of qualifications at the point of interview.