



## St Stephen's C.E. Primary School

Winchester Road  
Twickenham  
Middlesex TW1 1LF  
(t) 020 8892 3462  
(f) 020 8744 9121

### JOB DESCRIPTION

**POST: Communication Officer**

**NAME:**

**GRADE:** SCALE 4 Point 21 [£20,877- based on 36 hours and 52 weeks]

**SALARY:** £11.15 [hourly rate]

**HOURS:** 20 hours per week [afternoons], 39 weeks a year, term time only

**ANNUAL LEAVE:** Annual leave is not to be taken in term time

#### RESPONSIBLE TO HEADTEACHER

To provide administrative, clerical support within the school; on occasions, this may necessitate acting on own initiative within the broad outlines and guidance of the Headteacher

#### Responsibilities:

##### **1. General**

Be familiar with and follow school policies and procedures

Liaise with parents, staff, governors, media, companies and the public to provide information where requested

##### **2. Administrative/secretarial**

Work on the Reception desk to welcome visitors/parents/children, answer phone calls and provide information where required

Participate in office meetings where information to be communicated is agreed

Update and publish school diary to the wider school community

Timetable dates for letters/parents packs etc.

Obtain information about school trips, events, activities and visits to inform articles for the weekly newsletter or website

Design and produce newsletters and information letters for parents and the wider community to publicise visits, activities, trips and clubs

Complete documents and letters for leadership team

Copy write all letters for public consumption and, where appropriate, make corrections

Run a club for children to enable children to add news and information to the website.

Design and produce whole school documents, including School Prospectus, Parents' Handbook or information packs

Ensure that the website is kept up-to-date

Organise and distribute information to parents, pupils and governors within agreed time frames

Market the school, liaising with press and local organisations

Admissions and Leavers duties include:

- liaison with new and potential parents
- keeping records, inputting data
- seeking records from previous schools and sending on children's records to receiving schools
- liaising with the Local Authority on matters relating to admissions
- liaising with Admissions Committee
- completing the Common Transfer Form

#### **Resources Management**

Investigate material costs and seek best value

#### **Other Duties**

Undertake other duties, appropriate to the grade of the post, as requested by the Headteacher

Promote a positive ethos at all times

Take an active role in all school events

**Closing date 11<sup>th</sup> October 2013**