



Job Description

Job Title: Partnerships and Communications Co-ordinator
Responsible to: Assistant Headteacher, Partnerships and Community
Salary Grade: 5

The purpose of this role:

The Partnerships and Communications Co-ordinator will take the lead in managing our communications channels, photography/video bank and updating our school website pages with events, trips and activities. The role will also include assisting with the organisation and budgeting of a wide variety of visits, events and other opportunities across the school, liaising with staff, students and a range of organisations who work with the school.

Main duties:

- Promote and market the partnership and community aspects of The Piggott School
- Be the key contact for any PR, media or marketing matters
- Take photographs and maintain the school photo bank resource, compiling presentations and managing permissions for photo usage
- Oversee the production of the school prospectuses and media advertisements
- Generate content for all school communications channels, writing or editing copy and taking photographs and videos
- Continually develop the school's website content and social media feeds as key communication channels, ensuring the content remains relevant to target audiences and users at all times. (Our in-house IT team can assist with uploading website content and will provide full training)
- Assist in the organisation of school trips, visits and exchanges including budget planning
- Liaise with staff, students and other organisations as required to support these projects
- Attend school visits and trips as needed
- Organise, oversee, attend and assist with school events and functions such as Remembrance Service, carol concert and Year 12 careers days
- Provide administrative support for partnership and communications, including international projects
- Provide administrative and communications assistance to the line manager (Assistant Headteacher) as required.
- Cover duty areas at pupil break and lunchtimes
- In exceptional circumstances, supervise groups of children during lesson times
- Other duties as deemed necessary by the Headteacher or their delegated representative

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

Job description last reviewed: May 2022