



# Vacancy Pack

## Communications Assistant



# Aletheia

Anglican Academies  
Trust





Our Vision  
Our Schools  
The Team  
The Post  
About You  
The Package  
The Application Process

# Our vision

Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting an ethos based on a belief in the value and potential of every student to achieve excellence academically and in their wider studies and become fully the best person they can be.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.
- Providing a sustainable model to support a self-improving school system.



# Our Schools



## Horton Kirby Church of England Primary School

Number of pupils: 264

[Click here for the Horton Kirby school website](#)



## Shorne Church of England Primary School

Number of pupils: 210

[Click here for the Shorne school website](#)



## Saint George's Church of England School

Number of pupils: 1146

[Click here for the Saint George's school website](#)



## Rosherville Church of England Primary School

Number of pupils: 143

[Click here for the Rosherville school website](#)



## St Botolph's Church of England School

Number of pupils: 449

[Click here for the St Botolph's school website](#)



## Sutton-At-Hone Church of England Primary School

Number of pupils: 409

[Click here for the Sutton-At-Hone school website](#)



## Stone St Mary's Church of England Primary School

Number of pupils: 635

[Click here for the Stone St Mary's school website](#)

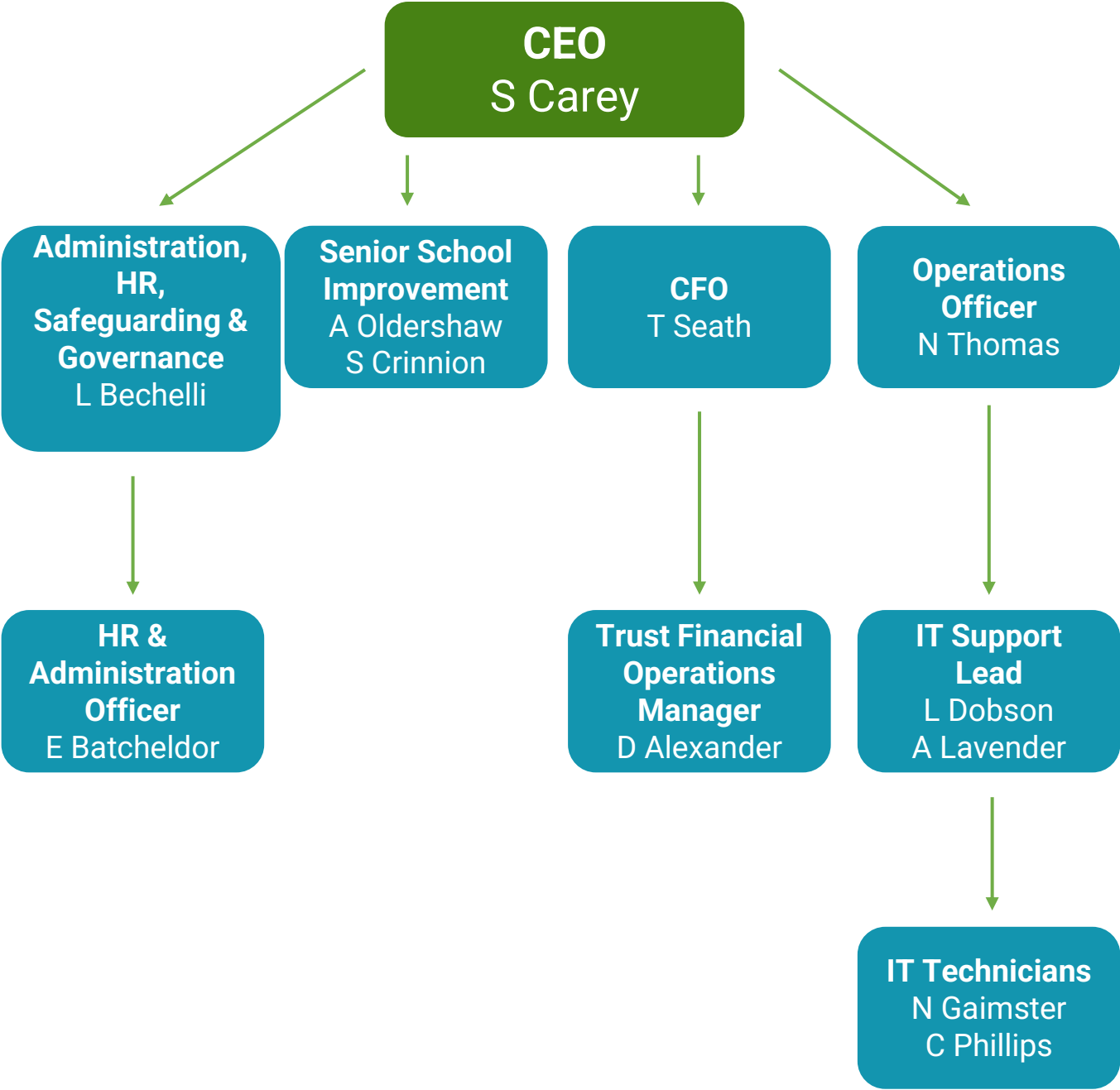


## Holy Trinity Church of England Voluntarily Aided Primary School

Number of pupils: 488

[Click here for the Holy Trinity school website](#)

# Our Team



# Job Description

## COMMUNICATIONS ASSISTANT

**Responsible to:** Marketing & Communications Officer

**Location:** Saint George's CE School (Trust wide)

### Role description

To deliver effective messages on behalf of the Aletheia Anglican Academies Trust and selected member schools across digital channels (including social media, websites and email).

### Day to day accountabilities

- Manage the day to day running of Trust and school social media accounts and interact with social media users.
- Ensure a sustained engagement with stakeholders via social media channels.
- Ensure that Trust website content is regularly updated, that websites are maintained, and, where necessary, developed.
- Ensure Trust wide marketing and communication activities are consistent and accurately reflect the Trust's values, vision and mission.
- Share details of Trust recruitment vacancies via website and social media channels and send a weekly email to staff.
- Support with the production of Trust newsletters.
- Cover and report on Trust events, activities and prepare news stories for publication.
- Collate information for promotional literature.
- Working with the Marketing & Communications Officer and outside professionals where necessary, support with the design and production of printed and promotional marketing materials.
- Provide support for events and exhibitions as required.
- Work in accordance with the Trust-wide digital marketing and communications strategy.

### General responsibilities

- Build and maintain good working relationships with all Trust colleagues
- Assist as necessary in other Trust areas at peak times
- Work at all times towards the aims and goals of the Trust and any individual objectives/targets you may have agreed
- Act in accordance with GDPR and Data Protection Policy at all times
- Adhere at all times to Trust policies and procedures
- Take responsibility for own Health and Safety

*This role profile is not necessarily comprehensive, and the position holder will be required to carry out such other duties as may be reasonably required within the general scope of the post.*

Aletheia Anglican Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

# Person Specification

	Essential	Desirable	Method
Knowledge & Experience	<p>High quality written communication skills, ability to write copy and proofread effectively</p> <p>Good understanding of social media platforms and website content formats</p> <p>Ability to manage social media accounts within a professional setting</p>	<p>Exposure to working on news articles and press releases</p> <p>Evidence of relationship management skills within a professional setting</p> <p>Knowledge and expertise in digital marketing and communications</p> <p>Managing social media advertising accounts</p> <p>Skills in editing a CMS based website</p>	Application form
Skills & aptitudes	<p>A professional interest in marketing and communications</p> <p>Strong interpersonal communications</p> <p>Professional attitude to colleagues, students, parents and the working environment</p> <p>Flexible and willing to help with various activities</p> <p>Able to work without close supervision and enjoy working on own initiative</p> <p>Able to work effectively with other colleagues</p>		Interview
Personal attributes	<p>Enthusiastic, adaptable and passionate about learning</p> <p>Attention to detail and strong organisational skills</p> <p>To show an interest in the ethos, mission and values of the Trust and demonstrate this in all work activities</p>		Interview

# Application Process

## Trust Communications Assistant

**37 hours per week**

**Term time plus development days plus 5 additional days (Total 40 weeks per year)**

**Kent Range 5 - £19,723 - £20,893 per annum (pro rata £17,399 - £18,431 per annum)**

### **Required to start as soon as possible**

An exciting opportunity has arisen for a Communications Assistant to join the Aletheia Anglican Academies Trust.

This is a great opportunity for a graduate with an interest in marketing and communications. Reporting to the Trust Marketing and Communications Officer, you will deliver effective messages on behalf of the Trust across digital channels including social media, websites, print and email, finding innovative ways to improve audience engagement and raise the profile of the Trust.

Aletheia Anglican Academies Trust comprises of Saint George's all-through school and seven, soon to become 10, primary schools across North Kent and Medway. Our schools have an existing reputation for high quality education with a relentless focus upon high expectations and aspirations. We are a friendly, dynamic and innovative group of schools and pride ourselves on our commitment to ensuring all children progress through high quality teaching and learning provision for all. The successful applicant will share these values and play an active part in delivering on this commitment.

**Please return your application by e-mail to Elise Batcheldor, HR & Administration Officer at [batcheldore@sgsce.co.uk](mailto:batcheldore@sgsce.co.uk) .**

**Closing date: Monday 8<sup>th</sup> November 2021 at 12 noon.**

**Interview date: Thursday 18<sup>th</sup> November 2021.**

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The Trust's Child Protection Policy can be viewed at <https://aaat.uk/about/policies/>

The Trust's Policy Statement on the Recruitment of Ex-Offenders can be viewed at <https://aaat.uk/recruitment/>