



## **EXTERNAL**

**Post: Communications, PR & Marketing Manager**

**Contract: Fixed Term - 12 Month Family Leave Cover**

**Hours of Work: Working hours & pattern negotiable – with minimum of 22 hours within normal business hours. Working weeks negotiable. Hybrid working available.**

**Salary: Grade 11, £41,511 - £45,718 FTE**

Thank you for your interest in our recent advertisement for the above position with Archway Learning Trust's. I have pleasure in enclosing details.

At Archway Learning Trust, we believe in the transformational power of education. It's not just what we do, it's who we are. Every role in our Trust helps create the conditions for children and young people to thrive. As a values led organisation, we are guided by our core values and commitment to collaboration, excellence, and inclusion. We are proud of the talented and dedicated people who make up our Trust, and we are actively shaping a culture where everyone feels connected, supported and truly valued. Every decision we make is grounded in what is best for our children and young people now and for the future and this role will play a vital part in helping us embed our values even more deeply across our organisation.

We are currently seeking a Communications, PR & Marketing Manager to join us for a 12-month period to cover family leave. This is a fantastic opportunity for a communications professional who wants to make a real difference in a role with purpose and variety.

## **The Opportunity**

This role offers a unique opportunity to build on strong operational progress while focusing on key priorities such as internal communications, employee engagement, and multimedia strategy. While deep expertise in every area isn't essential, success requires a flexible, can do mindset, enthusiasm, tenacity, and exceptional communication skills. We're looking for someone who can listen deeply, shape complex work into clear, compelling narratives, and write with precision and impact bringing our story of excellence to life for a diverse range of audiences.

During this 12 month assignment your primary focus will be:

- Strengthening internal communication, with a particular emphasis on connecting our complex, multi-site organisation. Effective communication is essential to bring everyone together, ensuring all academies and teams are aligned, working towards the same vision and values, and fostering a shared sense of purpose.
- Enhancing employee engagement across our academies and teams.
- Evolve how we communicate, moving beyond traditional written formats and embracing more dynamic, visual and interactive approaches.
- Evolving and embedding our internal communications platform – not just as a tool, but as the digital home of our culture, values, and vision.
- Advancing our strategic objectives through impactful communications, marketing and PR.

This is more than managing messages it's about bringing people together, ensuring our workforce feels connected, heard and valued, and using communications to support organisational health and cultural alignment.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- \*Access to Teachers' Pensions / Generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit [www.archwaytrust.co.uk/vacancies](http://www.archwaytrust.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date: 30<sup>th</sup> May 2025**