



Communications Officer

Starting - As soon as possible

Salary - £23,702 on Grade F pt 12 - 17

Hours - 37 hours per week (8.00am - 4.00pm Monday to Friday)

Number of weeks - 39 Weeks (38 weeks term time, plus 5 training days)

Contract - Initially, this is a fixed term contract until 31st August 2026

We are seeking to appoint a Communications Officer to join our amazing team at St Cuthbert Mayne School.

The successful candidate will have experience of:

- Marketing and communication
- Using graphic design software to create high quality promotional materials and resources
- Content creation and managing social media platforms
- Leading a team of people

The purpose of this role is to promote and celebrate the fantastic work that happens in the school and the amazing achievements of our students.

At St Cuthbert Mayne School our vision is - “Educating for life in all its fullness”. We are unequivocal in our belief that there is no distinction between academic rigour and the wellbeing of our students. A good education must promote life in all its fullness.

Regardless of your role in school, we are committed to developing all our staff through regular coaching and a wide range of professional development opportunities both in school and through external partners such as the South West Institute for Teaching (SWIFT) . We also work in partnership with Education South West (ESW) as part of a strong family of schools. If you are passionate about making a difference to the life chances of our children then we want to hear from you!

If you would like to discuss the role or visit the school before application please contact our Human Resources Officer - recruitment@stcm.torbay.sch.uk

Details about the post

Full details -Job Information Pack together with an application form can be found on our website: <https://www.st-cuthbertmayne.co.uk/support-staff-vacancies/>

Closing date: 10:00 am on Monday 19th May

Interview date: Friday 23rd May

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

St Cuthbert Mayne School is an equal opportunities employer and as such we do not discriminate based on age, gender, disability, race or any other equal opportunities criteria.