



JOHN TAYLOR MULTI ACADEMY TRUST
c/o John Taylor Free School
Branston Road, Tatenhill
Burton upon Trent, DE13 9SA

Marketing and Communications Officer (Grade 8 SCP 22-27)
Intended start date - 5 September 2022 or as soon as practicable

22.5 hours per week (permanent) working term-time only (39.2 weeks) plus 2 additional weeks to be worked during school holidays.

Working pattern to be confirmed, but ideally the postholder will work over a minimum of 3 days per week

Salary range: £27,514 - £31,895

Actual pro-rata gross salary range - £15,203 - £17,624

John Taylor Multi-Academy Trust is seeking to appoint a self-motivated and experienced Marketing and Communications Officer to become an integral part of its busy Central Team. This new role will work closely with the Chief Executive Officer and other Trust staff to co-ordinate all internal and external marketing and communications activities for the Trust, helping to develop strategies that reflect and build on the Trust's established brand. The postholder will oversee digital content and social media activities associated with a range of publications including our in-house magazine, recruitment packs and other publications to ensure that the Trust's aims are communicated and implemented effectively.

This is an active and visible role requiring excellent communication and relationship skills. It is an exciting opportunity if you are someone who enjoys working on your own initiative and managing a varied workload. The successful candidate must be able to rise to the technical challenge of the role but it will be equally important to be able to communicate successfully with internal and external stakeholders (written and verbal) to achieve the best possible outcomes across the Trust.

The postholder will be based at the Trust Offices (currently based at Tatenhill but relocating to Fradley Park in September 2022) and is offered at 22.5 hours per week in the first instance rising to full-time as the Trust grows.

Further information and application packs are available to view or download from our website www.jtmat.co.uk. Please note that CV's are not accepted, only fully completed application forms should be submitted for shortlisting to: hr@jtmat.co.uk. If you have any specific queries not addressed in the application pack, please contact the Chief Executive Officer at m.donoghue@jtmat.co.uk

Closing date for applications: 12 noon on Thursday 7th July 2022
Interview Date: Thursday 14th July 2022

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the (Exceptions) Order 1975 (2013 and 2020). This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed



to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a caution or conviction should be disclosed can be found on the Ministry of Justice website: [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK](https://www.gov.uk/guidance/guidance-on-the-rehabilitation-of-offenders-act-1974-and-the-exceptions-order-1975) (www.gov.uk)

This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced disclosure and barring service check is a requirement of this post. A copy of the Trust's 'Safeguarding Policy' is available to view by visiting the website: www.jtmat.co.uk