

**School Events and Communications Co-ordinator**

**Required as soon as possible**

**To work 5 days per week (36.25 hours), term time plus two weeks**

**Salary: Band 5 - £25,927 to £27,514 pro rata**

*Actual salary: £22,748 (for working 36.35 hours per week - 40 weeks)*

We are looking to appoint an Events and Communications Co-ordinator, to work in liaison with our Headteacher and Senior Leadership team, to manage day-to-day school events and communications - including our website and social media - and fundraising activities, to support our school’s vision.

In this role you will work as part of our admin team and you will also be responsible for school lettings, ensuring they meet the needs of our school, the school community and hirers, whilst achieving operational and financial plans.

The successful candidate must have:

* Experience of planning and managing events
* Experience of using digital and social media platforms
* Excellent IT skills and understanding of IT security and GDPR
* Knowledge of different methods of fundraising
* Experience of line managing staff
* Excellent interpersonal and communication skills
* A flexible approach to meet the needs of the school and deadlines

**To apply:**

The preferred method of application is electronically via e-mail to: [recruitment@bthcc.org](mailto:recruitment@bthcc.org)

All applications must be made using the CES application forms. CV’s will not be accepted.

The job description and application form are available on the School’s website: <http://www.bthcc.org.uk/job-vacancies/>

**Deadline for applications: 9.00 am on Monday, 11th July**

*Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment checks for the successful applicant*