



ST BERNARD'S HIGH SCHOOL

A Catholic Academy

JOB DESCRIPTION

Title of Post:	Social Media & Design Administrator
Core Purpose:	Manage the school's social media content, create physical display boards, and provide administrative support.
Responsible to:	Headteacher
Liaison with:	Headteacher, Deputy Headteachers, Assistant Headteachers, Middle Leaders, teachers, relevant support staff and students.
Working Time:	Part-Time – Monday to Friday, 4 hours per day (worked flexibly, with occasional evening work), term time only.
Salary Scale:	Point 7 – 12
Disclosure level:	Enhanced
Main Duties	
Social Media:	• Marketing of all school events on social media (school website, Facebook and Instagram). • Organise photoshoots of school events and student successes for inclusion in the parent newsletter and on social media. • Build relationships with staff across the school, monitor the calendar to be aware of all school events so that they can be publicised and/or reported on. • Liaison with external agencies to promote our Open Evenings including Parishes, local news outlets etc.
Display Boards:	• Liaise with Heads of Department and Assistant Headteacher (Teaching & Learning) about the updating of display boards across the school site.
Administration:	• Co-ordinate and manage annual whole-school student photograph sessions. • Provide administrative support for events such as our Celebration Event, designing and printing certificates. • Manage achievement and awards to celebrate students who demonstrate respect, service, and justice.
General	• To promote the school's corporate policies. • To adhere to and participate in the school's general procedures eg participate in staff development, appraisal and quality assurance systems. • To keep abreast with relevant current issues eg Keeping Children Safe in Education (KCSIE). • To undertake any other duty as specified by the School Pay and Conditions not mentioned in the above.
Additional duties	• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.



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JOB DESCRIPTION (Continued)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I am in agreement with this job description.

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Post Holder

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Line Manager