

Communications Officer

Part-Time 20 Hours a week , Term time only paid for 44.65 week per year
LGA Pay Scale SO1/2 Point 23-28 £30,151-£34,723 FTE. Part-time pro rata actual salary £13,994 pa

The hours of work are Monday to Friday (daily hours to be negotiated)

Patcham High School is an 11 – 16 comprehensive school of 1100 students, situated on the northern outskirts of Brighton, very close to the old village of Patcham and within easy reach of the A23 and A27. The school is rapidly improving, and is at an exciting stage of change and development.

This is an opportunity for a Communications Officer to join our dedicated and dynamic IT Support Department. The role's purpose is to support the school's digital systems and communications, ensuring high-calibre communications are created and disseminated across key audience sectors.

The successful candidate must be a creative, energetic and pro-active individual who is happy to help out with all levels of work and be flexible. They will be the primary internal contact for content, design and development of the school website and updating of all school social media platforms. This is to include the production of media content / graphics for marketing purposes.

Please refer to Job Description and Person Specification for further details of what this role entails, which can be found by following the link to our website.

To apply please download and complete our application form (CVs alone are not acceptable) <https://www.patchamhigh.brighton-hove.sch.uk/schoolinformation/vacancies/> and email to Elise Holmes, Headteacher's PA eholmes@patchamhigh.org.uk. If you have any questions please contact Elise either by email or by telephone 01273 503908

Patcham High 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 subject to an Enhanced DBS Check.

Brighton & Hove Schools – Taking Action for Equality

We welcome applications from all parts of our community as we aspire to have a staff body that matches the social and cultural diversity of our student intake. We are open to flexible working.

We reserve the right to interview on application should a suitable candidate become available and we have the right to withdraw this advert prior to the closing date.

Closing date: Wednesday 23rd November 2022

Interviews: Soon after closing date