



Stoke Newington School
& Sixth Form

JOB PACK

Web & communications assistant – Communications

Contents

Headteacher’s letter	pg 3
Job advertisement	pg 4
Job description	pg 5
Person specification	pg 7



Stoke Newington School
& Sixth Form

Headteacher: Annie Gammon
Stoke Newington School
& Sixth Form
Clissold Road
N16 9EX

T: 020 7241 9600

E: admin@sns.hackney.sch.uk

www.stokenewingtonschool.co.uk

Dear Applicant,

Thank you for applying for a pack for the post of **Web & communications assistant** at Stoke Newington School and Sixth Form.

This is an exciting time to be working with us. We have an oversubscribed school, a diverse and enthusiastic student intake, excellent facilities and a senior leadership team who will support you fully in further raising the profile of this dynamic and creative school. The web and other digital technologies are the driving force behind all our external and internal communications and the web and communications assistant plays a key role in maintaining and delivering the highest standards of communication at all times.

This is a high achieving school with high expectations for every student, an exciting, creative curriculum and a commitment to diversity. We expect hard work, drive, determination and commitment from every member of our staff, and in return we will provide an excellent working environment where you will gain experience and quickly develop your practice and progress in your career.

If you feel you can make a positive contribution to our school, please apply online via our website, www.stokenewingtonschool.co.uk. I look forward to reading your application. Please do contact us for a visit to the school in advance of applying or in advance of the interviews. Please email Renee Simpson at renee.simpson@sns.hackney.sch.uk or call on 020 7241 9678 for further details and to arrange a tour.

Best wishes,

Annie Gammon
Headteacher

Job advertisement

Stoke Newington School & Sixth Form

Web & communications assistant

Part time 0.4 | Term time only | Fixed-term maternity cover – nine months

£18,587.00 Per annum

15 hours per week (flexible)

Stoke Newington School & Sixth Form is an exciting and vibrant place to work and learn. We are an inclusive and diverse comprehensive school and we pride ourselves on providing students with excellent, creative teaching and learning opportunities both within the curriculum and through our programme of extra-curricular activities.

We are now looking for a web & communications assistant to provide maternity cover for a nine month fixed-term period. The successful candidate will be joining the communications team to help support both internal and external projects and campaigns that ensure our key school messages are communicated in an engaging way via a range of channels.

We are looking for an enthusiastic and creative individual with the following attributes:

- Excellent communication skills
- Writing copy for web and print
- An eye for design
- Experience of web administration and use of social networking sites
- Enjoys working with young people or other similar groups

The post offers plenty of scope for personal development and would suit someone looking to gain experience in print design, web management, arts administration, education and youth or community work. This would be an ideal position for a design/communications/media graduate looking to start their career.

Deadline for applications: Wednesday 20th July 2016

Interviews held: w/c 8th August 2016

Role commences: Monday 4th September

Job description

Post	Web & communications assistant
Grade	Scale 4
Responsible to	Communications manager
Responsible for	Providing support to the communications department

Purpose of the post

Stoke Newington School & Sixth Form has an outstanding reputation nationally for its pioneering creative arts and media work and digital technologies play a large part in defining the schools ethos and its approach to teaching and learning.

The web and other digital technologies are the driving force behind all our external and internal communications and the web and communications administrator plays a key role in this.

The key functions of the role are:

- Support the work of the Communications Team
- Update the school website
- Assist with the production of school & student voice newsletter and magazines in print and online

Main duties and responsibilities

- To be responsible for the administration of the school website & online presence including:
 - Collecting and collating content – text, media files or otherwise
 - Uploading content
 - Maintenance of the website
 - Updating twitter feed
- To assist with the production of school publications including:
 - School magazine – 1 colour magazine per term (Spotlight)
 - School newsletter – Fortnightly (Spotlighter)
 - Staff bulletin
- Provide support with print & digital projects as appropriate
- To assist the communications manager with school branding, ensuring that printed and other materials are appropriate, including playing a monitoring role and proof reading
- To assist in the production of marketing materials for distribution, display and exhibition
- Prepare and mount displays

- To liaise with outside agencies including printers and suppliers as appropriate.
- To support communications targets and whole school targets
- Photocopying

To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Communications manager.

Key organisational objectives

The postholder will contribute to the school's objectives in service delivery by:

- Maintaining a positive attitude to work and be a committed and effective team player.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school and department.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Person specification

	Essential	Desirable
Qualifications		
Degree in relevant subject OR appropriate experience	✓	
Experience		
1 year working in web and print design environment		✓
Experience managing own workload	✓	
Editorial experience – copy writing, proofing , editing	✓	
In an educational environment		✓
Web maintenance		✓
Experience dealing with external design agencies, print suppliers		✓
Knowledge and understanding		
Mac and Windows platform (expected to work on a Mac)	✓	
Print buying – knowledge of finding and using Print companies		✓
Knowledge, understanding and experience of making files print ready to meet printers needs	✓	
A high level of literacy	✓	
Skills		
Excellent written English and communication skills	✓	
Design skills across a range of media	✓	
Adobe Photoshop – Intermediate	✓	
Adobe InDesign – Intermediate	✓	
Adobe Illustrator –Intermediate		✓
Ability to interact well with a range of people	✓	
Ability to work effectively as part of a team.	✓	

General		
Strong commitment to furthering equalities in both service delivering and employment practice.	✓	
Participate in development and training opportunities.	✓	