

Communications Manager (Full Time or Part Time)

Jack and Jill Family of Schools

The Jack & Jill Family of Schools has a fantastic opportunity for an enthusiastic, experienced and highly organised Communications Manager to join its dynamic team.

Applicants must have at least 2 years' experience of working in communications. Although a background in education is preferable, this is not compulsory. The role could also suit someone with a journalist background looking for a change in career or more flexible working arrangements.

The successful candidate will be responsible for the development and execution of the School's communication plans. You must have excellent communication skills as you will be managing all communication between all key stakeholders. You must be able to adapt your copywriting style appropriate to the audience and good attention to detail and proof reading is essential. You will have highly proficient IT skills.

This is a busy role so you must be able to think strategically, prioritise and juggle a varied workload to meet deadlines.

Above all, you want to be excited to be part of a Family of Schools that are justifiably proud of their reputation and offer a fantastic learning environment and exciting curricula for children aged 2-11. The Jack & Jill Family of Schools is an outstanding Ofsted rated, family-run independent school with thriving Early Years, Pre-Prep and Prep facilities at our schools in Twickenham, Hampton and Hampton Hill.

The role could be covered part-time but the successful candidate will be required to work all year round.

We are committed to Safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to complete a full DBS check.

If you are interested in this role, please complete the application form that can be found on the School website (<https://jackandjillschool.org.uk>) and email to hr@jackandjillschool.org.uk. The closing date for applications is Tuesday 5 October 2021. *Please note that in line with safer recruitment guidance, we do not accept CVs.*

Unfortunately, we are unable to respond to unsuccessful applicants so only shortlisted candidates will be contacted. Interviews will include an assessment of your written communication style and will take place during week commencing 11 October 2021.