



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

London Road

Buckingham

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Email: office@buckinghamschool.org

Website: www.buckinghamschool.org

Headteacher: Mr Andrew McGinnes

MARKETING & COMMUNICATIONS OFFICER

REQUIRED AS SOON AS POSSIBLE

Bucks Pay Range 3 (£22,690 to £24,540 FTE)
Actual Salary (£19,718 to £21,325)
37 hrs per week, Monday – Friday
(40 weeks per year, including Inset and 1 additional week)

An exciting opportunity has arisen for a committed individual to join our team. We are looking for a self-motivated and experienced Marketing & Communications Officer with a strong all-round marketing background. You will play a key role in designing and implementing the school's Marketing Strategy.

The postholder will need to have experience in managing projects and budgets; writing persuasive copy for print and online; market research, data analysis and report writing skills; the ability to formulate marketing strategy and translate that into operational plans. Be able to communicate with confidence across organisational levels and boundaries to build relationships with key contacts and with other internal and external stakeholders. A person who is extremely self-motivated and able to organise your own workload.

You will need to be someone who:

- Interacts well with young people and a good team member
- Communicates clearly
- Personable and approachable
- Well presented

In return, we will offer you:

- Training relevant to the post
- A supportive and friendly working environment
- Professional development opportunities

Please download details regarding this vacancy from the school's website www.buckinghamschool.org. Your letter of application and completed application form should be addressed Mr A McGinnes, Headteacher and sent to aallen@buckinghamschool.org. We very much look forward to hearing from you.

Closing Date: 9am Monday 29th November 2021

Interview Date: Friday 3rd December 2021

The school is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. We are also committed in promoting community cohesion, healthy school and young enterprise.

Success for All through Achievement, Challenge & Enjoyment

