

RECRUITMENT PACK

IVANHOE SCHOOL

Communications Administrator



A journey to excellence

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SCHOOL

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Message from Headteacher

Thank you for expressing an interest in this post at Ivanhoe School.

At Ivanhoe School, our students come first. We recognise their different needs and work hard with them to develop their abilities and talents. We value the unique contribution of each student and want them to achieve their full potential.

On our journey we commit to:

- Providing a rich and creative teaching and learning community
- Providing a safe and caring environment
- Investing in ourselves to ensure everyone achieves success
- Respecting and valuing everyone and embracing diversity
- Building strong partnerships within our local community
- Continually preparing to meet future challenges



Our students are highly successful across a broad range of activities – personal and social development, sporting, artistic, musical and cultural. We work in close partnership with schools within LIFE Mat to build expertise across our teaching community.

We enjoy learning together – not only in lessons but also through the wide range of extra-curricular activities we have on offer, and we encourage all students to get involved. We are committed to working closely with parents and a high value is placed on student voice in all aspects of school life.



Highly qualified teachers and support staff provide an excellent, caring environment in which students can learn and flourish safely. Our aspirations, expectations and commitment are relentlessly high for all members of the school community.



Ivanhoe School became Members of the LiFE Multi Academy Trust in July 2021. Ivanhoe School works closely with local LIFE MAT schools: Ashby School and Ibstock Community College as part of the 'National Forest Hub.'

The LiFE MAT visions and values are as follows:

Vision

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

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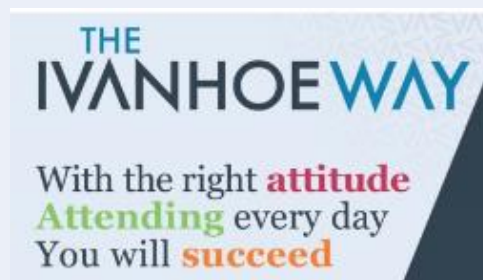
Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

We look forward to your application

Alison Allford
Headteacher



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Communications Administrator

Grade 8, Points 15 - 18 (£27,717.00 - £30,066.00 FTE)

Actual Salary £14,425.66 - £15,648.23 per annum

22.5 hours per week, 39 weeks per annum

Ivanhoe School is looking to add to its administrative team with a great communicator!

The primary focus of the role will be the facilitation and maintenance of a great web presence supported by a professional and engaging social media presence. However, the role will also include supporting our broader functions including developing media content, working with students to grow their engagement in promoting our school and building strong working relationships with external partners and businesses to develop partnership working in the community

We are interested in candidates who like the challenge of doing different roles within an organisation: who work well in a team but also have the capacity to be a self-starter and a complete-finisher. We welcome experience of working with business-based web and social media platforms, but we also offer full training to those who can demonstrate the aptitude and attitude to be successful.

If this role sounds like the ideal next step in your career, I hope you will feel encouraged to apply. Please email headspa@ivanhoe.co.uk if you require any further information about the school or the role.

Closing date for applications is **12.00pm, Friday 28th February 2025**

Application Process

Application forms can be found at Careers at Ivanhoe School | eteach: [Careers at Ivanhoe School - Ashby-de-la-Zouch, United Kingdom, LE65 1HX | eteach](#)

Safeguarding

LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.

We are committed to the safety of our students and the protection of staff. Our recruitment process is in full accordance with recent guidance from the government for safer recruitment. Appointment to this post will be subject to satisfactory pre-employment checks.

Equal Opportunities

Ivanhoe is committed to equal opportunities in our recruitment and selection procedures. We welcome applications from all who meet the essential requirements within the person specification.

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Job Description

Title: Communications Administrator

Salary: Grade 8, Point 15
Full time Salary £27,717.00
Actual Salary £14,425.66

Hours: Monday to Friday
9.30am – 2.30pm (to include 30 minute unpaid lunch break)
22.5 hours per week
39 weeks per annum

Responsible to: Deputy Headteacher

Job Purpose: To independently generate ideas and initiatives to support the positive presentation of the school to all stakeholders and the media.

Responsibilities specific to this role:

- To source news stories by establishing effective channels of communication with colleagues, student representatives and other contacts within the school.
- To independently and proactively write and edit content for the school newsletter, Headteachers Bulletin, website, social media and other publications in a user-friendly format in keeping with the Ivanhoe brand guidelines.
- To administer and grow the school's social media content to the highest standards.
- To generate and maximise positive media coverage.
- To produce and publicise information for key school events, ensuring that the necessary information is proactively distributed, presented to the highest standard and relentlessly accurate, for example - open evenings, prom and extra curricula events.
- To support colleagues with event management of key school events.
- To build strong working relationships with external partners and businesses to develop partnership working in the community
- To further develop the school's website and ensure that all information is relevant, current, representative of the breadth of the schools work and meets the needs of parents, external stakeholders and meets statutory requirements.
- To meet with students and provide training and support for student driven publicity.
- To review and update electronic and other display systems around the school.
- To undertake additional projects and workload, as directed.

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Job Specification

Person Specification	
Essential	Desirable
<ul style="list-style-type: none"> • Great interpersonal skills. • Ability to work effectively as part of a team. • GCSE qualifications in maths/English (Grade C / 4) • Effective ICT skills, particularly word, publisher & outlook. • Knowledge of social media platforms • An eye to detail and an understanding of the importance of branding • Ability and willingness to undertake professional development. • Empathy with young people and a desire to see them reach their potential regardless of barriers. 	<ul style="list-style-type: none"> • Experience of working in a school environment. • Experience of running a business social media and web presence • A working knowledge of web design and maintenance

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Safer Recruitment Applicant Information

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Ivanhoe School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Ivanhoe School's safer recruitment process.

PRE- EMPLOYMENT VETTING

As part of its safer recruitment and selection process, Ivanhoe School operates a strict preemployment vetting procedure. All applicants will be required to undergo the checks outlined below.

Declaration of Previous Convictions

The amendments to the Rehabilitation of Offenders Act 1974, Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is available on the Ministry of Justice website.

Should you be shortlisted for the position, you will be required to complete a criminal records self-declaration form in order to provide any information about any unspent and unprotected criminal records that you may have.

Disclosure and Barring Service (DBS)

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS Disclosure; this will include a check against the Barred List.

A Barred List check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

We will also retain, with the permission of the applicant, the DBS Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, a certificate of good conduct will be required from the previous country of residence.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a Professional Body If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. Ivanhoe School will verify registration/membership with the relevant professional body.

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References

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people wherever possible.

If you have worked in a school, the referee must be the Headteacher/Business Manager of that school.

If you have undertaken voluntary work with children and/or young people, you should use the leadership of such voluntary provision as a referee.

In addition, Ivanhoe School will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will Open References (i.e. addressed “to whom it may concern”) be accepted.

In all cases, Ivanhoe School will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Eligibility to Work in the UK

Ivanhoe School has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of a medical assessment procedure.

IMPORTANT NOTICE TO ALL APPLICANTS

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post