

FOREST HILL SCHOOL
A SPECIALIST SCHOOL IN PERFORMING ARTS

Dacres Road, Forest Hill, London, SE23 2XN

Roll 1270: Boys 11-16, Mixed 16-19

Tel: 020 8699 9343

www.foresthill.lewisham.sch.uk



Marketing & Community Engagement Officer

2 year fixed term contract commencing January 2019

21 hours per week, term time only, flexible working subject to agreement

Salary (subject to single status evaluation): £30,012 to £31,763 pro rata

(actual salary approximately £14,983 to £15,857.99)

Forest Hill School is a thriving and aspirational school which has been providing the highest quality of education to young men for over 60 years. Our Core Values and motto 'Aspiring to excellence together', set the tone for all aspects of the school.

We are an extremely inclusive and popular 11-19 boys' school, with a mixed sixth form run in partnership with Sydenham Girls School and believe that every student should be given the support to aspire to and achieve excellence.

The Marketing and Community Engagement Officer will support the Senior Leadership Team in promoting the school and developing and enhancing Forest Hill School's presence through all media and available channels. The successful applicant will have a unique position in the school and they will be expected to get involved with daily school life, producing news stories, liaising with parents and visitors and promoting all that the school has to offer.

We are looking for an individual who

- has a real passion for dealing with people and
- an ability to develop good relations with staff, students, parents and Governors
- has excellent copywriting and PR skills
- proven events organisational skills and
- solid IT skills including Social Media

Experience of working in schools will be beneficial but is not essential.

In order to apply for this position, please follow the link to our website and complete an application form at <http://foresthill.lewisham.sch.uk/vacancies/> **Note - we do not accept CVs.**

Informal visits are welcome and should be arranged directly with the Director of Strategy & Resources, Samantha Davies, s.davies@foresthillschool.co.uk.

Closing date for applications is **Wednesday 9th January 2019 at 12 noon.**

Safeguarding

Forest Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an Enhanced DBS Disclosure.

Equal Opportunities Statement

Forest Hill School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.