

JOB DESCRIPTION

Job Title: Internal Communications Officer	Department: Admin
Reports to: Head of Communications	
Role: A detail-oriented multitasker and articulate communicator who can support the department with managing the production of school publications. The post holder will also be responsible for managing parent communication and ensuring compliance with branding guidelines across the school.	
Key Responsibilities: <ol style="list-style-type: none">1. Manage the design, production and distribution of all digital and print publications of the school.2. Source and edit content for school publications3. Draft and circulate notices and bulk emails to parents through My School Portal (MSP).4. Create and send weekly updates through MSP eg blog posts, event photos, student achievements etc.5. Be the custodian of all data on MSP and update it regularly with the latest news and information.6. Support with writing, fact checking and proof reading content for various communication channels.7. Have an eye for good design and create marketing materials such as posters, brochures etc8. Liaise with designers and printers on behalf of departments to develop marketing materials.9. Work with other departments to ensure consistency and compliance with our brand guidelines.10. Create templates for internal communications, maintain digital assets and keep departments updated with any changes.11. Coordinate with the school photographer, update the photo library and maintain a repository of select photos for marketing materials.12. Maintain the whole school shared drive with templates and other relevant documents for staff.13. Send trip messages and emergency messages to parents and staff, some of which may be out of office hours14. Manage day to day operations such as maintaining statistics, email lists, corporate gifts and databases. <p><i>This Job Description does not define all duties and responsibilities of the position and the school may assign other tasks from time to time to help operationalise the role. The school may review and modify or amend the Job Description as needed after discussion with the position holder.</i></p>	
Experience: <ul style="list-style-type: none">• 3-5 years of relevant experience.	
Requirements: <ul style="list-style-type: none">• Experience in creating and editing both long form and real time content• An exceptional eye for detail• Good interpersonal skills with the ability to collaborate with multiple stakeholders• Basic knowledge of design apps such as Canva and Illustrator• Ability to juggle multiple tasks and go beyond the call of duty	

- Degree in Marketing, English, Journalism or relevant field

Personal Attributes:

1. Possess strong problem solving skills.
2. Ability to work efficiently in a collaborative setting for cross functional initiatives.
3. Design sensibility to envision how content that resonates with stakeholders can be presented
4. Excellent writing, editing and verbal skills in English

Safeguarding Information

The British School and all its personnel are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo comprehensive child protection screening including but not limited to checks with past employers.