

# Job Vacancy – Marketing & Communications Assistant



John Taylor Free School  
Branston Road, Tatenhill  
Staffordshire, DE13 9SA

## Marketing and Communications Assistant

Permanent, part time position working 25 hours per week, term time only including INSET plus one week, for 40.2 weeks per year

Salary: Grade 5 (SCP 6 – 9) £23,893 - £25,119 per annum pro rata

Actual salary: £14,375.13 - £15,112.74 per annum

John Taylor Multi Academy Trust (JTMAT) believes in the power of education to improve lives – and the world. As a partner academy in JTMAT, we are seeking to appoint a hardworking, committed and enthusiastic Marketing and Communications Assistant to join our evolving organisation.

The successful candidate will work under the direction of the Headteacher to raise the profile of the school in the local area. This will include producing the weekly school newsletter, managing social media accounts, promoting events and communicating with all stakeholders in the community. As such, excellent communication skills are required both face to face and via telephone and email. All staff are expected to work alongside the teaching staff to be role models for our students, demonstrating the highest standards of teamwork, collaboration and respect. Please see the accompanying job description for further details about the position. We welcome applications from those who wish to work flexibly.

John Taylor Free School opened in 2018 and we are now approaching capacity with Year 7-12 and Year 13 starting in September 2024. Our first Ofsted rating is 'Good' alongside a strong set of first GCSE results with above national figures in all benchmark areas.

If you have a passion for excellence and share our vision, we can offer you the opportunity to be part of a successful and progressive Trust, which is committed to ensuring learning is at the heart of all we do.

If you want to discuss this role, please contact Mrs Sian Byrne, by emailing [hr@johntaylorfreeschool.co.uk](mailto:hr@johntaylorfreeschool.co.uk) or telephoning 01283 247823. Completed application forms should be emailed to [hr@johntaylorfreeschool.co.uk](mailto:hr@johntaylorfreeschool.co.uk).

Only fully completed application forms will be submitted for shortlisting. CVs will not be accepted.

**Closing date: 9:00am on Monday 29<sup>th</sup> April 2024**

**Selection/Interview: Week commencing Monday 29<sup>th</sup> April 2024**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview. Please review our Privacy Notice for Job Applicants for the lawful basis for processing and retention.

John Taylor MAT is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Pre-employment checks include an enhanced disclosure and barring service check as a requirement of this post. Our Safeguarding Policy is available on our website, and we encourage applicants to review it before applying.

Please review our Recruitment Pack on the school website before submitting your application.