



**ATHENA**  
LEARNING TRUST

# Communications Officer

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Applicant Pack

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**Closing date:**

11th July 2024

**Interview date:**

week commencing

15th July 2024



## Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility, and be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

<b>Job Title:</b>	Communications Officer
<b>Base:</b>	Dunheved House
<b>Closing Date:</b>	11/07/2024
<b>Interview Date:</b>	wc 15/07/2024
<b>Vacancy Start Date:</b>	01/09/2024
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	£24,850 - £27,330



## Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



# What makes Athena different

## Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

**Impact:** positive outcomes for our students

**Leaders:** we see everyone as a school leader

**Wellbeing:** ensuring your time off is for you

**Generous pension:** the local government pension scheme

**Employee Wellbeing Initiatives:** support your physical, mental, and emotional health

**Car Schemes:** car schemes that cater to your commuting needs

**Perkbox:** discounts, benefits, and rewards to enhance your lifestyle

*Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.*

## People

passionate about making a difference in the lives of each other and our students

## Development

investing in our employee's growth and development

## No burn out

cut low-impact workload and champion staff wellbeing

## Support

valuing our employee time and impact by investing it well and providing wrap around support

## Flexibility

flexible working to promote work-life balance where possible



## Role Summary

As a Communications Officer, you will play a vital role in supporting our communications efforts to enhance our brand image, engage stakeholders, and drive effective internal and external communication. This role will embody our values and take responsibility for communicating the Athena vision to our key stakeholders.

You will work with the senior leadership team to craft and execute clear communication strategies that align with our vision and our commitment to achieving world-class education for our students.



## What you will be doing

### Build Knowledge

- Support the implementation of Athena Learning Trust's communications plan.
- Stay updated on best practices for continuous improvement.
- Contribute to the development and maintenance of our communication strategy.
- Keep abreast of the latest technologies for efficient communication.
- Support media management, publicity support, events, and internal communication initiatives.
- Support the creation of newsletters, blogs, and press releases.
- Create and update communication material.

### Build Trust

- Support the execution of communication strategies aligned with objectives, values, and target audience.
- Support the administration of our media relations, press releases, and campaigns to enhance reputation.
- Act as a liaison between executives and stakeholders, ensuring regular access to relevant information.
- Maintain high ethical standards and professionalism.

### Prioritisation

- Support in the delivery of communications.
- Assist in setting goals and developing long-term communication plans.
- Adapt to fast-paced environments, especially during crises.
- Contribute to the evaluation and monitoring of communication activities.
- Support multiple projects with different timelines.

### Clarity and Energy

- Support the creation of high-quality content for various channels.
- Provide clear and compelling communication to convey values and goals.
- Maintain a high level of professionalism and energy.
- Actively collaborate with internal teams, executives, and stakeholders.
- Arrange meetings, set agendas, and present findings to stakeholders.
- Contribute to the development and maintenance of the communication strategy through collaboration, particularly with our marketing representatives and senior leaders.
- Share resources and assist with other communication and marketing activities.

### Follow up

- Follow up on media relations, press releases, and campaigns to ensure objectives are met.
- Ensure effective internal communication, keeping employees informed, engaged, and aligned.
- Provide support for committee meetings, set agendas, and follow up on actions.
- Monitor proceedings, review effectiveness, and assess business perception.

## How you will be doing it

### **Dream Big**

- Deliver value opportunities for world class education for all students

### **Take Responsibility**

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role
- To be aware of and work in accordance with the School's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

### **Be Kind**

- To encourage acceptance and inclusion of all students.
- Support positive strategies for promoting equality and for challenging racial and other prejudice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

You could reasonably be asked to work out of our partner sites to support where required.





## Qualifications

- GCSE's or equivalent to include Maths & English at a C grade or above
- Good levels of literacy and numeracy

## Experience

- Excellent communication skills, both oral and written
- Strong organisational and time management skills
- A high level of accuracy and attention to detail
- Flexible, adaptable and able to handle unexpected changes in schedules
- Ability to manage multiple tasks, set priorities and meet deadlines
- Self-motivated and able to work in a team to collaborate with teachers, other support staff and parent to deliver effective support to students

### *Desirable*

- Previous experience of working with children
- Strong ability to work with technology and educational software
- Knowledge of issues relevant to education and child development



## How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

## Apply now

and experience the difference in a rewarding and meaningful career in education.