



Leading Edge / Academies Partnership

Admin and Communications Officer

Salary: £22,000 - £27,000 per annum pro rata

Working hours: 37 hours per week, term time only (39 weeks +5.6 weeks' paid holiday)

Contract type: 12-month fixed term contract with potential to be made permanent subject to funding

Closing date for applications: 24 November 2022

Start date: 3 January 2023

Leading Edge is a Multi Academy Trust currently consisting of six distinct and unique schools located in beautiful coastal and island settings in Cornwall and the Isles of Scilly. We are lucky to include a mix of primary and secondary schools, as well as an all-through school with boarding provision and off-island bases.

We share a vision and are values driven, like minded and passionate about empowering children, young people, and adults to reach their personal best. We're also at an exciting time in our Trust journey as we develop and grow, meeting educational challenges head on. We put people and relationships at the heart of all we do.

We're looking for a vibrant and enthusiastic person to help us move the Trust forward and share the excellent work that we do. The Admin and Comms Officer will play a critical part in ensuring that the Trust operates effectively and efficiently and will support the work of the executive team. An eye for detail, outstanding literacy skills and the ability to manage competing priorities are essential.

In addition, the communications aspect of the role will provide the successful candidate with the freedom to generate their own content and share it through the communication channels they develop and manage. No two days will be the same: from Instagram posts welcoming the new school farm arrival to Blogs, Vlogs and e-zines for staff across the Trust, filled with exciting news and updates. It will certainly always be interesting!

We're a creative bunch and we're always excited to explore new ways to build relationships and share news. The Comms and Admin Officer will be at the heart of delivering an innovative communication strategy that is as forward thinking as we are.

Administration

- Providing administrative support to the executive team, members, and trustees
- Undertaking general administrative duties within the Trust office
- Acting as the first point of contact for the Trust, handling incoming calls and emails

Communications

- Working with the COO to deliver the 'Communications' objective within the Trust Strategy
- Taking a creative approach to developing new forms of Trust communication
- Developing regular content for Trust communications aimed at various stakeholder groups
- Producing lively and engaging content for the Trust social media channels
- Supporting the development and maintenance of the Trust website
- Overseeing the production of the Trust strategy document, annual report, and other marketing materials

Please contact Vedette Peaker, Director of People at vpeaker@leadingedgeacademies.org for an application pack. Shortlisted candidates will be asked to undertake written activities in advance of interview.

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment

For further details about our Trust, please visit our website:

www.leadingedgeacademies.org

Please send your completed application form to Vedette Peaker, Director of People, Leading Edge Academies Partnership Unit H Pattern Shop, Trevoarn, Hayle, TR27 4HZ or vpeaker@leadingedgeacademies.org

The successful candidate will be subjected to reference checks and an enhanced DBS disclosure.