###### **WELL-BEING, FUNDRAISING and Communications OFFICER**

**(**From September 2020)

Are you passionate about championing the well-being of children, parents / carers and school staff? Can you creatively develop new and innovative fundraising ideas? Do you have excellent communication skills?

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| **Salary Grade Range:**  **Hours of work:** | Scale 4  21 hours per week, term time only. 8.30am – 4.30 pm |

###### We are looking for a Well-Being, Fundraising and Communications Officerwho can drive well-being in the school, support the school to attract additional funding and be an ambassador for the school, promoting the work of the school with the wider community through effective communications.

* Be educated to degree level
* Have good qualifications in English and Maths
* Excellent communication skills – both written and oral - and able to present information to a wide range of audiences
* Have at least 2 years’ experience of working within a school environment
* Have a good understanding of what makes for good well-being
* Have experience of effective partnership working
* Be able to develop and effectively action plans and monitor impact
* Be approachable, flexible and hard-working
* Ability to work as part of a team or on own initiative

*You will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

If you are interested in this post, contact Gill Dukelow, our School Business Manager on 0207 607 2575 before the end of the summer term.