



JOB DESCRIPTION	
<b>JOB TITLE</b>	Social Media and Website Co-Ordinator
<b>DEPARTMENT/SECTION</b>	Communications
<b>RESPONSIBLE FOR</b>	Bursar
<b>SAFEGUARDING:</b> <i>Forest School is committed to safeguarding and promoting the welfare of children.</i>  The postholder will be required to; <ul style="list-style-type: none"><li>• Complete an Enhanced Disclosure and Barring Check (DBS).</li><li>• Complete Child Protection Training.</li></ul> Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact	
<b>JOB SUMMARY:</b>  The Social Media and Website Co-ordinator will be responsible for connecting meaningfully with our school community through various digital channels, with responsibility for the school social media accounts and website. The successful candidate will need to build relationships with the whole school community and be an active presence around site and at key calendar events, ensuring continued content and engagement throughout the year.	
<b>KEY DUTIES AND RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>• Ensuring the School's social-media platforms (primarily Twitter, Facebook, and Instagram) are kept up to date with fresh and engaging information whilst adhering to the School's Social Media strategy.</li><li>• Keep up to date with the latest social media trends and make appropriate recommendations for the development and direction of the school social media channels.</li><li>• Engage appropriately with our social media community, using the medium to engage positively and proactively with our audience and feeder school</li><li>• Building relationships with all key School stakeholders, attending department meetings when necessary and keeping abreast of School news and events.</li><li>• Ongoing updating of the website - generating content (written and visual) and liaising with teaching staff and other colleagues to ensure the website is current and accurate and all links are functional.</li><li>• Support the transfer of content to the website designers for upcoming website project.</li><li>• Taking adhoc photographs of school events and activities when needed.</li><li>• Assist the Communications Director with generating news coverage by creating stories and images</li></ul>	

for the news section of the website, news coverage in the press and for the official School magazine.

- Assist with collating content for the annual School magazine.
- Carrying out any other duties as might be reasonably required by the Communications Director.

#### **TERMS OF EMPLOYMENT:**

- Place of work: Forest School, London, E17 3PY
- Salary: Commensurate with role and its responsibilities
- Hours:  
Full time, Monday to Friday.  
Term Time Hours: 08:00-17:00  
School Holidays Hours: 08:30-15:30
- Occasional weekend or evening for School events
- Holiday:  
30 days holiday plus statutory English public holidays (holiday to be taken during the Forest School holidays)
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 11%, based on length of service

#### **FOREST SCHOOL'S POLICY AND PROCEDURE**

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.