

A close-up, slightly blurred portrait of a young girl with light brown hair and green eyes, wearing black-rimmed glasses. The background is a soft, out-of-focus grey.

IBELONG

Candidate Brief
Communications Officer – Westminster
Campus



Southbank
International School

LONDON'S LEADING IB WORLD SCHOOL

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ABOUT OUR SCHOOL AND STAFF

For more than 30 years, Southbank has stood at the forefront of providing a world-class education to children and young people from London's international community and the UK.

Visit any of our five campuses in the heart of London and we're sure you'll be impressed by the diversity of our students and their academic excellence and social skills. Currently, they come from over 60 countries and speak around 20 languages.

At Southbank, over 800 children and young people study one of three inspiring but challenging International Baccalaureate (IB) programmes:

- Primary Years Programme (ages 3–11)
Hampstead and Kensington
- Middle Years Programme (ages 11–16)
Westminster
- Diploma Programme (ages 16–19)
Westminster

Absolutely key to the delivery of our IB Programmes, and our continuing success, are our teachers and administrative staff. Our aim is to attract employees from around the world who can help maintain and grow our reputation as a centre for outstanding teaching and learning. In particular, we seek to appoint people who encourage a global perspective and educational adventure, while practising the highest standards of professionalism.

In return, we offer all members of our team a competitive salary, an excellent range of benefits and many opportunities for career progression. In addition, some new employees may be entitled to a relocation package, depending on their location when they are offered a position at Southbank.

SAFEGUARDING OUR STUDENTS

Southbank is committed to safeguarding and promoting the welfare of children and young people. This means we will undertake pre-employment checks before any appointment is confirmed. Appointments are subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity. We will also ask for police checks from any countries a candidate has lived or worked in for three or more months in the past 10 years or if they completed their teaching training outside of the UK.

OUR CAMPUSES



KENSINGTON

Primary Years Programme

Our Kensington campus consists of two adjoining Victorian villas located in the stunning Notting Hill area of London. Facilities include an IT lab, a music room and two sound-proofed practice rooms, a library/ media centre, and a hall which is used for many purposes, including lunches, sport, school 'town meetings' and concerts. There is also a large garden with a climbing frame, sandpit and a wide range of toys and equipment for children to enjoy.



HAMPSTEAD

Primary Years Programme

Our Hampstead campus is a purpose-built building located in one of London's leafiest suburbs. It features excellent learning facilities including a vibrant library, a bespoke art room and a music room with performance and teaching space. Our Edible Courtyard offers a quiet space for vegetable and flower growing, as well as birdhouses and bug hotels.



PORTLAND PLACE (WESTMINSTER)

Middle Years Programme

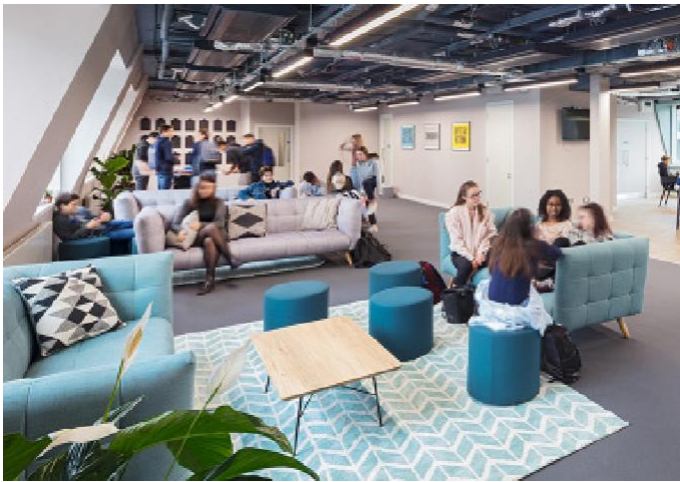
Our Portland Place campus is spread across two large Grade II listed mansion blocks. It features a wealth of excellent facilities, including five science labs, a computer lab, art and music rooms, a small hall/theatre, and two libraries featuring networked computers. Because of Portland Place's close proximity to Regent's Park, we host a wide range of sports and outdoor activities in the royal park. Nearby, students also have the opportunity to visit many famous London locations.



CONWAY STREET (WESTMINSTER)

Middle Years Programme and Diploma Programme

Our Conway Street campus is a striking, modernised building located a few minutes' walk from Warren Street and Great Portland Street underground stations. It features a wide range of high-quality facilities, including a science lab, art studio, social space/ hall and language suite, which is set across four storeys. We're also particularly proud of our Library Resource Centre (LRC) at Conway Street. It offers access to over 3,800 books, DVDs, magazines, local and national newspapers, online databases and university prospectuses.



CLEVELAND STREET (WESTMINSTER)

Middle Years Programme and Diploma Programme

Our Cleveland Street campus opened in September 2018 and allows an additional 219 students to benefit from the Southbank experience. Spread over five floors, it features a wide range of different environments, including specialised classrooms, a large common space on the top floor, study and learning pods, and a design technology lab in the basement. As requested by students, the new campus also features calming colour schemes and design features which bring nature indoors.

THE INTERNATIONAL BACCALAUREATE

The International Baccalaureate (IB) was founded as a progressive non-profit educational foundation in 1968. Initially, it developed a Diploma Programme to help children acquire the necessary skills and knowledge to live, learn and work in a rapidly globalising world.

By 1994, the IB had introduced its Middle Years Programme for students aged between 11 and 16. It then added the Primary Years Programme for children aged 3 to 11 in 1997; and in 2012, it launched its Career-related Programme for students between the ages of 16 to 19.

Today, the IB works with over 4,000 schools in 148 countries and offers its four programmes to over one million students. At Southbank, we're delighted to be one of these schools. Every year, we see how the IB programmes help to develop inquiring, knowledgeable and caring young people.

We also share the International Baccalaureate's overall aim to create a better and more peaceful world through the understanding and respect of different nationalities and cultures.

For further information about the International Baccalaureate, please visit southbank.org or ibo.org, the official website of the International Baccalaureate.

WELCOME TO COGNITA SCHOOLS

Cognita Schools was successfully launched in 2004. Since then, we have worked hard to build a great family of schools around the world. Currently, we have 100+ schools across four continents.

We employ over 7,500 teaching and support staff who are responsible for the education and care of more than 50,000 students.

We value and respect the individuality of all our schools, with each one retaining its own unique ethos, as well as curricula and programmes that are tailored to the needs of its students and parents. Wherever in the world you visit a Cognita school, you will find empowered school leaders, committed teachers and students who are enthusiastic learners.

OUR PURPOSE

Inspiring and empowering children within a caring environment to achieve more than they believe possible.

A Cognita Education has three key ingredients



Academic

Pursuing academic excellence for every child



Character

Developing character



Global

Connecting with a global community

JOB DESCRIPTION:

Communications Officer

REPORTING TO

The Principal

HOURS

08.30-17.00

PURPOSE

Southbank's relationship with its parents is central to our culture and values. A professional, engaging and user-friendly approach to communications is crucial, to ensure parents are informed and knowledgeable about school life during their time at Southbank. There is considerable scope in this role to implement new approaches using existing communication strategies as well as to research and recommend additional ones.

The post-holder will need to be able to manage a varied workload including projects which may be either reactive or proactive in nature. Effective day-to-day collaboration with members of the Senior Leaders, PA to Principal, the Time tabling and Data Manager, School Administration Team and the Admissions and Marketing Team will be key to success in this role.

In addition, Cross-campus liaison with the Primary Schools (Kensington and Hampstead) will occasionally be necessary to ensure a consistent approach to communication across Southbank.

KEY DUTIES AND RESPONSIBILITIES

Managing processes of families joining and leaving Westminster campus

- Working closely with the Admissions Team and Data Manager following confirmation of enrolment and being the first point of contact for new joining families to ensure they feel welcome, informed and prepared.
- Liaising with the Finance Team, Admissions Team and Data Manager following confirmation of a student leaving the school.
- Maintaining links with the Westminster PTA Committee and Grade Representatives, who provide additional services to families, particularly at enrolment.

Parent communications

- Maintaining and developing Parent Communication platforms as a source of information in such a way that it is user-friendly, comprehensive and current.
- Generate and circulate the weekly Newsletter to parents
- Liaising with the data manager and Admin team with regards to collection of all student Information forms relating to both Personal data – (SIF) and Academic.
- Write, edit and proofread content of various types of communications to parents.
- Liaising with Marketing regarding the taking and sharing of photographs of activities and events at Westminster.
- Work closely with the various teams and individuals to gather, organise and disseminate information. These teams include Senior Leadership, Educational Visits Administrator, Trip Leaders and Admissions & Marketing,
- Working with the Senior Leadership, Principal's PA and the various PTA committees to support School and PTA events as required.
- To attend Principal and PTA Board Meetings.

Internal Communications

- Working with the Senior Leadership and Principal's PA to update the staff portal to ensure currency of information and forms, calendars etc.
- Creating and scheduling information for display on Digital Signage.
- Updating parts of the Student Portal related to general information for students (schedules, notices etc.)

General

- Completing all required mandatory training
- Any other reasonable duties as required

KEY CHARACTERISTICS

- Positive, friendly manner and mindset
- Ability to work independently and enjoy collaboration
- Has outstanding professional relationships with all colleagues

SAFEGUARDING RESPONSIBILITIES

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

This job description is liable to variation to reflect changes in the requirements of the post.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

PERSON SPECIFICATION

Communications Manager

Essential	Desirable
Educated to at least degree level or with equivalent relevant experience	Experience of using Google Suite applications
Qualification or demonstrable experience of working in a communications role using digital tools.	Experience using iSAMS or a similar information management database
Highly literate with experience of writing and proofreading	Familiar with using CANVA or other design tools and SWAY.
Ability to communicate effectively with parents in particular, and to establish professional, collaborative relationships with staff	Experience of co-ordinating or supporting events
Ability to juggle multiple tasks and prioritise workload	
Proven ability to handle tasks creatively and systematically	
Excellent attention to detail, especially in written communication	
Good administrative and IT skills	
An excellent understanding of online communications and the ability to write concise, engaging and accurate information texts	
Excellent interpersonal skills, including tact and diplomacy	
Enthusiastic, flexible and positive approach to work	
Ability to remain calm under pressure	
Ability to solve problems and propose practical ways ahead when faced with difficulties.	
Understanding of current Data Protection regulations and their application	

OVERVIEW OF EMPLOYEE BENEFITS

Southbank aims to offer every member of our team a competitive salary, a range of great benefits and excellent opportunities for career progression.

Our benefits include:

- Competitive salary
- Childcare Vouchers
- Cycle to Work Scheme
- Eye Tests
- Pension
- School Fees Discount (conditions apply)
- Interest free season ticket loan
- Own device during employment
- Generous maternity/paternity conditions
- 'My Staff Shop' membership
- Generous annual leave

Staff recruited to work at Southbank may also be entitled to a relocation package, dependent on the location of the individual at the point of hire.

Further information about benefits will be provided upon appointment.

HOW TO APPLY

We are delighted that you are interested in joining Southbank International School.

To apply, please do the following:

- Visit www.southbank.org
- Download the appropriate application form
- Complete the form and email it to jobs@southbank.org
- Please note: CVs are not acceptable for any role.

JOBS AT SOUTHBANK

For all our latest vacancies,
please visit www.southbank.org

If you have any queries about a
position, please contact us on
jobs@southbank.org

Southbank Kensington (3–11 years)
36–38 Kensington Park Road, London W11 3BU

Southbank Hampstead (3–11 years)
16 Netherhall Gardens, London NW3 5TH

Southbank Westminster (11–19 years)
63–65 Portland Place, London W1B 1QR
17 Conway Street, London W1T 6BN
379 Euston Road, London NW1 3AU

COGNITA

An inspiring world of education