

ST. JOSEPH'S MALMESBURY

CATHOLIC SCHOOL & NURSERY FOR CHILDREN AGED 2-11

a: Holloway, Malmesbury, SN16 9BB **t:** 01666 822 331

e: admin@sipschool.co.uk **w:** www.sipschool.co.uk

Job Description:

PR Officer and Administrative Support

About the School

St Joseph's is a small, nurturing school with ambitious plans for growth. We are excited to advertise for an experienced PR Officer who has the skills, imagination and passion to raise the profile of our School and Nursery and provide crucial administrative support during a period of growth, fixed term to 31st August 2027.

Our unique, historic site crosses the old town walls and leads down to a secret space beside the river. We have the feeling of a village school with a real sense of community and strong links with our wider Catholic family.

Parents choose us because they want their children to grow in a family environment where every child is known by every member of staff. We welcome applications from candidates of all faiths and none and are as proud of our inclusivity as we are of our unique learning environment.

We will offer you:

- A small, thriving school for children aged 2–11
- A happy school community with well-behaved children
- High levels of autonomy
- In-house training and support suited to the demands of the role
- A committed, nurturing and hardworking staff team
- Supportive parents and governors who work in partnership.

We would like to work with someone who:

- Is committed to the vision of our School
- Has experience of working in marketing, photography and using social media effectively
- Has excellent administrative skills
- Has the ability to learn new skills quickly
- Is a team player, who thrives as part of a small, hardworking team
- Enjoys thinking creatively and strategically
- Has excellent interpersonal skills and a sense of humour

We welcome and encourage visits from potential applicants. Please call our school office on:

01666 822 331

or contact us via email:

admin@sjpschool.co.uk

Application forms can be found on our school website and should be returned to:

admin@sjpschool.co.uk

Start date: September 2026

Hours: 15 hours per week, Monday-Friday.

0830 - 1130 am (in person, three days a week)

0900 am - 1200 pm (remote & contactable by phone & email 2 days a week)

Term time only 38 weeks per year (paid 43.6 weeks)

Salary: F9-11 (£27,254 - £28,142 FTE | £13.90 - £14.13 ph)
dependent on experience

Closing date: Wednesday 16TH September 2026 at midday

If you are invited for interview, you will be asked to showcase some evidence of your photographic, marketing and social media skills or portfolio.

Early applications are encouraged, and applicants may be invited to interview prior to the closing date. We encourage any applicants with the correct competencies to apply and if reasonable adjustments are needed to apply or undertake the role, please let us know.

We reserve the right to close this vacancy early if a suitable candidate is appointed before the closing date. We will request references for all shortlisted candidates prior to interview.

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DSB certificate, the role is engaged in regulated activity and will therefore require a Children's Barred List Check. Shortlisted Applicants will be required to complete a self-disclosure. Further information can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service> We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job.

• Main Job Purpose:	1. To develop and implement local and online marketing campaigns to promote interest in St Joseph's School and Nursery and build positive relationships with local nurseries & pre-schools 2. To provide front-of-house continuity and administration for daily school operations
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Main Duties – PR & Marketing	
1.	Prepares the plans necessary to promote the school and nursery and implement the marketing strategy including on social media (Facebook and Instagram)
2.	Assesses the opportunities for publicity provided by all school activities and takes appropriate action to maximise these opportunities.
3.	Develops close relations with local and national media, writes press releases, takes & edits appropriate photos
4.	Co-ordinates all arrangements for special school events including publicity, room bookings, front of house arrangements, refreshments
5.	Manages the External Communications Budget in consultation with the School Business Manager
6.	Maintains close links with all who can assist in the promotion of the school, in particular, students, parents, the pfa and build strong relations with local primary feeder schools and nurseries
Main Duties – Administration & Front of House	
1.	Take responsibility for all F-O-H communication, including answering the phone and emails, deliveries, dealing with prospective parent enquiries and taking a note of any messages or pupil and parent queries.

Supervision and Management
The job holder has no regular supervisory responsibility for staff but assists in work familiarization of peers and new recruits.

Creativity and Innovation (i.e. Problem Solving)

The jobholder must solve problems which occur in producing the output, plans and programmes that apply to the school's communication strategy; solves logistical problems involved in arranging events, and uses creativity in writing press releases and design of communications

Key Contacts And Relationships

Senior School Team - Recommendation of policies. Organisation of events. Press releases. Social media posts (Facebook & Instagram)

Press - Organisation of events. Press releases. Distribution of publications.

Other external contacts – Networking, promotion of school, local schools and nurseries

The School Business Manager – Nursery administration and front of house

Decision Making

The job holder will be expected to make the day-to-day decisions about content of press releases, event organisation and publicity materials and to make recommendations about school communications policy.

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

Working Environment The job will be hybrid, split between the school office and remote

There will be daily communication with the senior team when working offsite.

Knowledge and Skills

A high level of verbal fluency, interpersonal and communication skills

A good standard of ICT, photographic and social media skills

The ability to work on own initiative and experience of marketing and/or journalism.