



CATHEDRAL SCHOOL

LLANDAFF ♦ CARDIFF

**Applications are invited for the post of full time
Communications Assistant
Required from June 2022**

The School

The Cathedral School in Llandaff is the leading independent school in Cardiff, the capital city of Wales. It educates approx. 800 students, boys and girls, aged from 3 – 18.

The School is located on an attractive campus adjacent to the ancient Llandaff Cathedral. It was founded in 1880 as a choir school to provide choristers to the Cathedral, and this tradition continues today. The School moved to its present campus in 1958, then numbering 190 boys and being a preparatory school. It became co-educational in 1978, and expanded very successfully to GCSE in 2007, achieving amongst the best GCSE results in Wales every year since. The Sixth Form began in September 2013 and has grown and developed each year; with outstanding results and students progressing to a wide range of university courses. There are no boarders; all of our students come from the locality, most from within a 20-mile radius. Standards, academic and behavioural, are very high. All students are expected to give and to be the best they can.

The School was inspected by Estyn in September 2018 and was judged to be excellent in all five categories. Pupils were described as “confident, ambitious, aspirational and well-informed learners” and the report celebrated the “outstanding subject knowledge” and “passion and enthusiasm” of the teaching staff.

The Cathedral School is a member of the Woodard family of schools and is the only Anglican choir school in Wales. The Christian faith is central to the life of the school and all members of staff are expected to actively promote the aims of a Christian school, to support the Woodard ethos, to contribute willingly and generously of their time and commitment to school life, and to sincerely seek to do and to be their best.

We are committed to a policy of equality and aim to ensure that no job applicant, member of staff, student or other member of the school community is treated less favourably on grounds of race (including colour, nationality, ethnic or national origin), religion or religious belief, sex or sexual orientation, gender or gender identity, marital or civil partner status, disability or age. It is recognised and welcomed that teaching and support staff will come to the school with a variety of faiths, beliefs and backgrounds.

In addition to membership of the Woodard Corporation, the Cathedral School is a member of the HMC, the Society of Heads, IAPS (The Independent Association of Prep Schools) and also of the Choir Schools’ Association.

The School’s Aims

The School offers a broad curriculum which it aspires to deliver through the highest standards of teaching. It is expected that students will progress within the School until A-level. The School not only prides itself on its musical, academic, sporting and artistic achievements, but also on its ability to challenge and motivate all of its students. We want children to take risks in the classroom, not to be afraid of getting it wrong, but rather to be confident

enough to ask questions and think for themselves. All children have talents and gifts, both in and out of the classroom, and we are always looking to identify and celebrate these at every opportunity.

At The Cathedral School young people from all faiths and traditions, or none at all, flourish in our rich, diverse culture enabling them to lead full and creative adult lives. Ultimately, our aim is to equip our young people with the skills, abilities, interests, experiences, qualifications and, most importantly, vision and values to be the best that they can be; to respect and care for others; and to spend their lives promoting the common good. We hope that each of them will, in some way either great or small, make the world a better place.

Job Description

The Cathedral School seeks a highly organised, motivated, professional and enthusiastic Communications Assistant to start in June 2022.

The role will support the Communications Manager who is responsible for strategic planning, management of the school's social media platforms, creating and editing video content, event and website management, advertising, media relations and the design and production of marketing literature.

Daily tasks will include creating and evaluating social media content to promote the school (photography, graphics and video), compiling marketing publications, including the weekly newsletter, for current and prospective families, photography of school initiatives, ensuring the website is up to date and supporting Open Day events.

Whole School Responsibilities

All school staff are expected to:

- Support and contribute to the school's responsibility for safeguarding students;
- Work towards and support the school vision, ethos and the current objectives outlined in the School Development Plan;
- Comply with policies and procedures of the school, including those referred to in the Staff Handbook;
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors;
- Work within the school's Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective;
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues;
- Be self-reflective and committed to your own continued professional development, participating in training and keeping up to date with current procedures and practices;
- Engage actively in the appraisal process;
- Contribute to and support the wider life of the School, eg. attending school open days where appropriate (incl one Saturday in early October) and attending other functions and events; and
- Undertake such other reasonable duties related to the job purpose as required from time to time.

This Job Description is not exhaustive and is subject to regular review. All staff are expected to make a meaningful and significant contribution to the co-curricular life of the school, and to be in full sympathy with the Christian ethos of this Woodard School, an ethos which pervades all strands of school life.

Should you choose to apply we look forward to meeting you, showing you what we do and hearing what you can offer. If you would like any additional information, please contact Mr Robert Leek, Bursar via enquiries@cathedral-school.co.uk

Person Specification

Essential skills and qualifications:

- Minimum of 5 GCSEs at Grade A*-C;
- Excellent written and oral communication skills;
- Highly organised;
- Attention to detail, especially in entering and recording data;
- Proficient use of IT;
- Excellent administrative skills;
- Ability to work under pressure, prioritise effectively and meet deadlines.

Desirable skills and qualifications

- An understanding of marketing and how this relates to the independent schools' market;
- Experience of creating and evaluating social media content particularly for Instagram, Facebook and Twitter;
- An interest in the creative use of design, video and photography;
- Experience of using the Adobe Creative Suite (InDesign, Premier Pro, Lightroom) and Canva.

Personal characteristics

- A clear understanding of, and sympathy with, the Christian ethos of the school;
- A strong commitment to achieving high standards;
- Self-motivated with the ability to work on own initiative but also as part of a team;
- Flexible with a 'can-do' attitude;
- Enthusiastic, innovative and supportive team player;
- Diplomatic and trustworthy;
- Be able to build excellent working relationships with colleagues;
- A sense of humour!

Salary, Holidays and Staff Benefits

The salary for this role will be £19,000 rising to £19,523 in September. It will be full time, based on 37½ hours per week, with some evening or weekend work when marketing events take place. The normal hours of work will be 8.00am until 4.00pm, with a 30 minute lunch break. These may be subject to change in the event of COVID-19 guidance. You will be entitled to 30 days' paid holiday, to be taken during the school holidays, plus 8 days' bank holiday.

Staff are enrolled into an 'auto-enrolment' pension scheme. The school day is slightly longer than in the state sector, however the school holidays are significantly more generous. Permanent staff wishing to have their children educated at the school (subject to places being available and the child/ren satisfying the normal entry criteria) receive a considerable remission on the fees, and all staff are provided with lunch daily, free of charge. The professional development of staff is a high priority. The school is an exciting, challenging and rewarding place to work.

Further information about the school, including details of our Equal Opportunities Policy and Safer Recruitment Policy, are available at www.cathedral-school.co.uk.

Application Procedure

Please download and complete the application form and email it, together with a covering letter of no more than two sides of A4, to Mrs Clare Sherwood, Head, via HeadsPA@cathedral-school.co.uk.

The deadline for applications is **Monday 16th May 2022 at 9.00am**. Interviews will take place as soon as possible thereafter.

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Child Protection

The Cathedral School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with any previous employer, as considered appropriate, and a criminal record check via the Disclosure & Barring Service. They will be expected to uphold the school's Safeguarding Policy (copy on school website) at all times.

Clare Sherwood,
Head

