

Job Title: **Head of Communications, Fundraising and Development**

Grade / Salary: **PO3**

The following is a summary of the main attributes sought in candidates for the above post. It is recognised that no candidate will match the list perfectly, but the successful candidate will be able to demonstrate a good spread of attributes at a satisfactory level across the range as a whole.

EDUCATION

<i>Essential</i>		Evident in Application	Evident at Interview
1.	A degree or equivalent	✓	

Essential Skills, Abilities and Knowledge

<i>Essential</i>		Evident in Application	Evident at Interview
2.	Outstanding administrative and organisational skills	✓	
3.	Outstanding communication skills (oral and written)	✓	✓
4.	Ability to multi-task whilst maintaining attention to detail		✓
5.	High level of IT expertise in Word, Excel, PowerPoint, Publisher and Outlook	✓	✓
6.	Ability to communicate clearly, concisely and sensitively in writing and orally with a variety of audiences	✓	✓
7.	Ability to work independently, setting and meeting deadlines; a creative problem solver who always wants to achieve better levels of service	✓	✓
8.	Ability to work collaboratively with colleagues as a member of the team		✓
9.	Ability to work successfully under pressure and prioritise effectively	✓	✓
10.	Ability to work flexibly	✓	
11.	Exceptional interpersonal skills	✓	✓
12.	Recent experience of fundraising	✓	
13.	Ability to build and maintain a brand	✓	
14.	Ability to plan strategically for the short, mid and long term	✓	✓
15.	Experience of planning, managing and delivering projects	✓	
16.	A demonstrable commitment to Equal Opportunities and an understanding of multi-cultural communities	✓	✓
17.	Experience of website development and maintenance	✓	

18.	Understanding of and commitment to safeguarding children.		✓
19.	Sense of humour and perspective		✓
20.	High levels of integrity, honesty and endeavour		✓
21.	Energy, enthusiasm and resourcefulness		✓

Working Arrangements

- As part of safeguarding children, the post holder will be required to undergo an enhanced Disclosure and Barring Service (DBS) check
- It should be noted that this is a new post and it is expected that the job description will evolve as the role of the post holder develops
- This job description allocates duties and responsibilities, but does not direct the amount of time to be spent on carrying them out and no part of it maybe so construed
- The post holder will present him / herself for work in a manner that reflects the status of his / her role and will comply with the school's dress code. A copy of the dress code can be obtained from the school's website.

Signed:

Name:

Dated: