



Job Title: Communications Support Officer  
 Hours: 14 per week  
 Responsible to: CEO, Montessori Group  
 Type of Employment: Permanent  
 Salary: £15,500 p/a

<b>Main purpose of the job</b>			
To support activity across a range of communications platforms to maximize the efficiency and effectiveness of the Montessori Group's communication strategy. Creating messaging and information sharing tools to integrate communication and feedback amongst the Montessori Network and wider stakeholders, the Communications Support Officer will work with senior leadership and specialist partners to ensure suitable impact within our communications campaigns to support our high-quality reputation for expert insight and sector relevance.			
<b>Key areas of responsibility</b>			
<ol style="list-style-type: none"> <li>1. Supporting our communications strategy and developing updates for our Montessori Network</li> <li>2. Drafting content for the distinct audiences within the Montessori Network (to include practitioners and parents)</li> <li>3. Supporting our communications agency with press releases and content</li> <li>4. Drafting content for the Montessori Group and MCI websites</li> <li>5. Helping to write opinion pieces</li> </ol>			
<b>Other Duties</b>			
Comply with all Montessori Group policies and guidelines (i.e. H&S, Data Protection, E&D etc.).			
	<b>Essential</b>	<b>Highly Desirable</b>	<b>How Assessed</b>
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>• Montessori training (a recognised qualification and/or regular and current professional development evidence)</li> <li>• A minimum of 4 years practical Montessori demonstrable experience (or equivalent) across educational practice</li> </ul>	✓		Application/ Certificates
<b>Knowledge and Experience</b>			
<ul style="list-style-type: none"> <li>• Demonstrable experience of providing support in order to maintain excellence in promoting brands/ reputation management</li> <li>• An understanding of the importance of social impact in the Montessori context</li> </ul>	✓	✓	Supporting Statement Application Interview Reference
<b>Skills and Abilities</b>			
<ul style="list-style-type: none"> <li>• Ability to work both as part of a team but also to manage own workload and meet deadlines</li> <li>• Excellent organisational and administrative skills</li> </ul>	✓ ✓		Supporting Statement



# MONTESSORI GROUP

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<ul style="list-style-type: none"> <li>• Excellent communication (verbal and written), interpersonal and presentation skills suitable for liaison with a variety of stakeholders globally</li> <li>• High level of accuracy in all work with excellent attention to detail and excellent written English</li> <li>• Good IT skills, including Microsoft Office packages: Word, PowerPoint, Excel, Outlook and databases</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>CV</p> <p>Interview</p> <p>Reference</p>
<p><b>Attitudes and Values</b></p>			
<ul style="list-style-type: none"> <li>• Flexibility and availability</li> <li>• Collegiate team player</li> <li>• Confidence in dealing with external stakeholders</li> <li>• Discreet with understanding of maintaining confidentiality</li> <li>• Able to work in accordance with relevant policies and procedures</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Supporting Statement</p> <p>CV</p> <p>Interview</p>