



Radnor House  
— TWICKENHAM —  
Great Teaching, Genuine Values

**Radnor House School**  
**Pope's Villa, Cross Deep, Twickenham, TW1 4QG**  
<http://www.radnor-twickenham.org/>

## **Digital Marketing, Media and Communications Officer**

**Permanent Full Time Role, Salary up to £28,000 p/a**

### **Required As Soon As Possible**

Are you outstandingly creative, technically expert and able to demonstrate excellence in digital media and marketing to bring to life the vision for our new school, Kneller Hall?

This is an exciting newly created role to help facilitate the school's move to the fabulous new 30-acre estate, Kneller Hall, in West London. This is a superb opportunity for someone with flair, energy and commitment to join our dynamic, forward-thinking and expanding school.

If you are a brilliant multi-tasker, with incredible organisation skills and the ability to meet deadlines for multiple projects, we want to hear from you.

Our successful candidate will be highly motivated, creative and enthusiastic with knowledge of digital design and managing social media channels. Experience using the Adobe suite of applications, Canva and email marketing platforms such as Mailchimp is essential.

Reporting to the Director of Marketing and Admissions and working as part of a close-knit team, the Digital Marketing, Media and Communications Officer will be experienced, with excellent communication skills, accuracy and attention to detail. A high standard of written and spoken English is also important along with a reliable, flexible nature and a real 'can-do' attitude.

The core working hours are between 8.30am and 5pm Monday to Friday with the requirement to work occasional weekends and evenings to attend open evenings and marketing events.

We offer extensive opportunities for CPD and career development, along with free meals, cycle to work scheme, Employee Assistance Programme, Death in Service Benefit, Christmas closure and twenty days annual leave (plus bank holidays). For further information and to download an application form, please visit our website: <https://www.radnor-twickenham.org/about/current-vacancies>

In line with safer recruitment guidelines **applications can only be considered if they are on the school's support staff application form**. Completed forms should be returned to [hr@radnorhouse.org](mailto:hr@radnorhouse.org) by midday on Monday 27<sup>th</sup> June 2022. We may hold interviews as and when applications are received, and this job may therefore be withdrawn without prior notice so early applications are encouraged.

*Radnor House Twickenham is a member of Dukes Education, a family of schools, teachers, learners and parents connected by our pursuit of an extraordinary life for every member of our community. To learn more about our family, visit [dukeseducation.com](http://dukeseducation.com)*

*Radnor House Twickenham is committed to safeguarding the welfare of children and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, checks of identity, qualifications and employment history and satisfactory references. We are an equal opportunities employer.*