



MEONCROSS
SCHOOL



Kingscourt
School

JOB ADVERT

COMMS & EVENTS CO-ORDINATOR

1 full time role 37.5 hrs per week

Meoncross School 3 days
Kingscourt 2 days

OR 2 part time roles

Meoncross school
22.5 hrs per week, over 4 or 5 days

Kingscourt school
15 hrs per week, over 2 or 3 days

Full time, permanent role

Start date: ASAP (due to internal promotion)

Closing date for applications: Monday 10 April 2023 (8am)

There is scope within this role for us to accommodate;

1 full time role covering both schools:

37.5 hrs per week, 52 weeks per year

(3 days at Meoncross, 2 days at Kingscourt)

Salary £28,000 – £30,000 dependant on experience

OR

2 part time roles:

Meoncross School

22.5 hrs per week, over 4 or 5 days

52 weeks per year

Salary £28,000 – £30,000 dependant on experience – pro rata

Kingscourt School

15 hrs per week, over 2 or 3 days

52 weeks per year

Salary £28,000 – £30,000 dependant on experience – pro rata

Meoncross School, Burnt House Lane, Stubbington, Hampshire, PO14 2EF

Kingscourt School, 182 Five Heads Road, Catherington, Hampshire, PO8 9NJ

- Pension
- Possible staff discount
- Midday meal provided for staff during term time
- The school is committed to staff development: there is an annual performance management scheme and regular opportunities for in-service training. We run an Induction Programme for all new staff.

For further details please see the job role profile and application form which are available on our website – www.meoncross.co.uk/careers

How to apply: A letter of application together with a completed application form for the attention of Miss Sue Watson, to recruitment@meoncross.co.uk

Interviews: Early applications are encouraged. Rolling interviews upon receipt of suitable application. We reserve the right to appoint prior to the closing date for the right applicant.

Applicants who have not heard from the School must assume that, on this occasion, their application has been unsuccessful. Candidates short-listed for interview will be required to bring proof of qualifications and their right to work in the UK to interview.

SAFEGUARDING

All young people deserve the right to live and learn in a safe and happy environment.

All Meoncross School, staff share the responsibility to promote and safeguard the welfare of children and young people for whom they are responsible or with whom they come into contact. In doing so, staff are expected at all times to adhere to and ensure compliance with the School's Safeguarding Policies and Procedures.

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.