JOB DESCRIPTION

JOB TITLE	Community and External Relations Manager
DEPARTMENT	Marketing and Admissions
SECTION	Forest Group
LINE MANAGER	Director of Marketing and Admissions

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Two Satisfactory Employment references.
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

This role sits within the Admissions and Marketing teams and provides support to both. It is a role with lots of scope and opportunity to really get to the heart of the community which is Forest Group of Schools.

KEY RESPONSIBILITIES:

Community Liaison

- Act as the first point of contact for local residents, working collaboratively with colleagues to resolve issues effectively.
- Manage written and verbal communications in a proactive, professional and empathetic manner, ensuring all stakeholders feel listened to, valued and respected.
- Build positive relationships within the local community, promoting constructive communication and a collaborative approach to problem-solving.
- Arrange and minute meetings where relevant – either with the Warden and Director of Admissions and Marketing or with other colleagues.
- Be a source of knowledge and information within the community and build relevant relationships to ensure this (Waltham Forest, Redbridge, local services etc).

Support to the Forest School Parents' Association (FSPA)

- Act as the first point of contact for the Forest School Parents' Association (FSPA), providing guidance and ongoing support.
- Attend Committee Meetings of the FSPA, representing the School and acting as a key link between the FSPA and the wider School community.
- Facilitate discussions, encourage new ideas and support the development of the FSPA's activities and initiatives.
- Produce accurate minutes of the Committee Meetings, ensuring actions and decisions are clearly recorded.
- Support the planning and delivery of FSPA events, liaising with other colleagues and coordinating the use of School facilities and resources where appropriate. This may include Operations, Finance, Catering etc.
- Provide administrative and operational support to the Parents' Association Second Hand Uniform Shop, ensuring all volunteers are DBS checked and receive safeguarding training.
- Be prepared to work outside of office hours to support the FSPA.
- Develop and champion ideas with FSPA and with all areas of the community.

Team support

- Provide project and administrative support to the Director of Marketing and Admissions, undertaking a range of tasks and projects as required.
- Support the wider team with day-to-day administrative duties, helping to ensure smooth and efficient operations.
- Schedule and organise meetings, events, and activities as required.
- Assist with the development of external communications to ensure messaging is consistent and aligned to the School's values and brand.
- Support the planning, co-ordination and delivery of community events and activities.

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.

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- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1.
- Attend Safeguarding and Child Protection training, including updates and Prevent.
- Complete an annual declaration regarding the status of DBS.

Health and Safety

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Human Resources Department as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

FOREST SCHOOL'S POLICY AND PROCEDURES

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

If during time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The post holder will be expected to undertake any other duties and responsibilities reasonably required by their Line Manager.

TERMS OF EMPLOYMENT	
Category	**Details**
Contract Type	Full-time

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Working Hours	**Term time:** 08:00 to 17:00, Monday to Friday, with one hour for lunch which is unpaid. **School holidays:** 08:30 to 15:30 Monday to Friday, with half an hour for lunch which is unpaid.
Holiday	30 days to be taken during school holidays, and in such a manner that the Admissions Office is permanently staffed throughout the year, with the exception of bank holidays when the entire School is closed.
Additional Details	Office Based As part of the contracted hours, the post holder will be required to attend Open Day, Information and Welcome Mornings, Entrance Examinations (all Saturdays) as well as some evening events. Please note that time in lieu and additional payment will not be offered for these days.

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