



Attendance and Social Media Co-Ordinator Carterton Community College

Salary: Grade 5 (£25,584) – Grade 6 (£29,064) pro rata. (Dependent on experience)

Hours: 37 hours per week – over 5 days, term time only, plus 5 inset days

Start Date: September 2026 or earlier if possible

Carterton Community College is entering an exciting new chapter under new leadership. With a clear and ambitious vision for the future, the school is on a journey of renewal and growth, placing high-quality teaching, an enriching curriculum and strong relationships at the heart of everything we do.

As part of this journey, we are redesigning our curriculum to ensure that every student benefits from engaging, meaningful and enriching learning experiences that develop creativity, confidence and cultural capital. Attendance and the promotion of the school's success is a vital role in this vision.

This **hybrid role** is unique and very exciting with two key areas of responsibility: -

- **To support in raising standards of attendance across the school**
- **To support in raising awareness of the school locally, regionally and nationally, through the promotion of opportunities at CCC through the website, school newsletter and social media.**

Attendance Co-Ordinator Role

This particular element will require administrative work at the beginning of the school day when the first register takes place between 08.30-09.30am then later in the afternoon between 12.00- 13.00 pm, enabling the successful candidate to focus on the social-media elements of the role.

As Attendance Co-Ordinator you will working closely with the Home School Link Worker, Pastoral Team, Heads of Year and the Senior Leadership Team, you will support with attendance-related welfare support across the school. You will build strong relationships with students and families, identifying barriers to

attendance and support with implementing personalised interventions that enable young people to re-engage positively with their education.

This particular part of role is largely data-driven and will require an excellent working understanding of Arbor. Responsibilities include producing high-quality attendance reports, and maintaining excellent safeguarding and pastoral records. You will act as an important liaison between the school, external agencies and parents, representing CCC with professionalism and integrity at all times.

The successful candidate will be an organised, resilient and highly approachable individual with strong communication skills, excellent administrative ability and a commitment to safeguarding and equal opportunities. You will thrive in a busy school environment, managing competing priorities while ensuring exceptional support for the Pastoral and Safeguarding team. Experience within an education setting is desirable, but a passion for improving outcomes for young people is essential.

Core Responsibilities

- **Daily Attendance Management:** Conduct administrative duties during peak registration periods (08:30–09:30 and 12:00–13:00), ensuring the social media elements of your role remain uninterrupted during the rest of the day.
- **Intervention & Support:** Work alongside the Pastoral Team and Home School Link Worker to identify barriers to attendance and implement personalised plans to help students re-engage with school.
- **Data & Reporting:** Utilise Arbor to produce high-quality attendance reports and maintain meticulous safeguarding and pastoral records.
- **Liaison & Communication:** Act as a professional point of contact between the school, parents, and external agencies to support student welfare.
- **Team Collaboration:** Provide essential support to the Senior Leadership Team and Heads of Year to uphold school-wide attendance standards.

Key Skills & Requirements

- **Technical Proficiency:** Must have an excellent working knowledge of Arbor (or similar school MIS) and strong general administrative abilities.
- **Relational Skills:** Highly approachable with the ability to build strong, trusting relationships with students and families.
- **Resilience & Organisation:** Able to manage competing priorities in a fast-paced environment while remaining calm and professional.
- **Safeguarding Commitment:** A steadfast commitment to safeguarding, equal opportunities, and improving outcomes for young people.
- **Education Experience:** Previous experience in an education setting is preferred, though a passion for student success is essential.

Social Media Co-Ordinator Role

As a Social Media Co-Ordinator at CCC School, you'll be the creative voice and visual storyteller of our community. This multifaceted role goes beyond just managing our social channels; you will be responsible for capturing the daily life of the school through engaging photography and video, designing key publications like our prospectus and handbooks, and ensuring our weekly newsletter remains a high-quality staple for our families. Whether you are updating the website or coordinating email campaigns, your work will be central to how we present ourselves to the world.

Beyond digital content, you will play a vital role in our admissions and recruitment efforts. You'll work closely with the Head Teacher and Marketing Team to deliver memorable events for prospective parents, assist with personal tours, and provide essential administrative support to the admissions process. This role is perfect for a proactive communicator who enjoys variety—from managing merchandise stock to

supporting evening school events—all while maintaining a steadfast commitment to our safeguarding policies and the well-being of our students.

Core Responsibilities

- Manage CCC school's social media channels and create engaging posts, photography and video content.
- Design communication and promotional materials, and support the production of key publications (prospectus, handbooks, welcome guides).
- Collate, edit and coordinate the school newsletter, ensuring high-quality and timely output.
- Maintain stock levels of printed materials and merchandise, and update online directories and listings.
- Support ongoing website maintenance and content updates.
- Assist with organising and delivering admissions and recruitment events for prospective parents.
- Help manage email campaigns and essential admissions tasks, including supporting tours when needed.
- Provide general support to admissions and marketing activities, working closely with the Head Teacher, ICT Manager and Marketing Team.
- Assist with school events, including those taking place in the evenings.
- Uphold all safeguarding policies and procedures, report concerns appropriately, and engage in required safeguarding training.

Key Skills & Requirements

- Background in marketing or brand management.
- Strong experience in communications, including content creation, newsletters and proofreading.
- Confident managing professional social media accounts.
- Excellent written and verbal communication skills.
- High attention to detail with a strong sense of brand consistency.
- Creative skills, particularly in design and photography and ideally the production of promotional videos.
- Highly organised, calm under pressure and able to manage multiple tasks.
- Strong teamwork skills and ability to build positive working relationships.
- Proficient in Canva, META tools, LinkedIn, and Microsoft Office applications.
- Minimum of 5 GCSEs (grade C or above).
- Committed to the organisation's values.

Prospective candidates are welcome to visit the school. For further details please email recruitment@carterton.oxon.sch.uk. Application form to be completed via MyNewTerm.

Closing date: Sunday 10th May 2026

Safer Recruitment Statement

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.

Person Specification

Category	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> • Minimum of 5 GCSEs (Grade C/4 or above) including English and Maths. 	<ul style="list-style-type: none"> • Relevant qualification in Marketing, Communications, or Graphic Design.
Experience	<ul style="list-style-type: none"> • Proven experience in professional social media management and content creation. • Experience in a fast-paced administrative role. • Experience in managing data and producing detailed reports. 	<ul style="list-style-type: none"> • Experience working within an educational setting. • Previous experience using Arbor (or a similar School MIS). • Experience working with families to support student welfare/attendance.
Knowledge & Skills	<ul style="list-style-type: none"> • Proficiency in Canva or equivalent, and Google Chrome. • Strong photography and video production skills. • Ability to write, edit, and proofread high-quality digital newsletters and publications. • Excellent understanding of brand consistency and promotional design. 	<ul style="list-style-type: none"> • Understanding of school admissions processes. • Knowledge of local and regional media landscapes.
Personal Attributes	<ul style="list-style-type: none"> • Resilience: Ability to remain calm and professional under pressure and manage competing priorities. • Relational: Highly approachable with the ability to build trust with students, families, and staff. • Organisation: Exceptional attention to detail and ability to meet strict deadlines (e.g., daily registration peaks). 	<ul style="list-style-type: none"> • A creative "storyteller" mindset with a passion for celebrating school success.
Safeguarding & Values	<ul style="list-style-type: none"> • Total commitment to safeguarding and promoting the welfare of young people. • Alignment with CCC's vision of renewal, growth, and high-quality enrichment. • Commitment to equal opportunities and inclusive practice. 	

Working Requirements	<ul style="list-style-type: none">• Flexibility to support occasional evening events for admissions and recruitment.• Ability to adhere to the split administrative schedule (08:30–09:30 and 12:00–13:00).	
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Join Us on Our Journey of Renewal and Growth

Carterton Community College is entering an exciting new chapter under new leadership, with a clear and ambitious vision for the future. We are committed to delivering high-quality teaching, an enriching curriculum, and strong, supportive relationships that enable every student to thrive.

As part of this journey, we are seeking a talented and motivated **Attendance and Social Media Co-Ordinator** to play a key role in improving student outcomes and showcasing the life and success of our school community.

This is a **unique hybrid role**, ideal for someone who is both highly organised and data-driven, as well as creative and confident in communications.

About the Role

This varied and rewarding position combines two key areas:

1. Attendance Co-Ordinator (Mornings & Midday)

You will take a lead role in promoting excellent attendance across the school. Working closely with pastoral and safeguarding teams, you will:

- Monitor and manage daily attendance processes during key registration times (08:00–13:00)
- Analyse attendance data using Arbor (or similar MIS) to identify trends and concerns
- Produce high-quality reports to support strategic decision-making
- Work with students, families, and staff to identify barriers and implement personalised interventions
- Working to improve attendance / reduce persistent absentees
- Act as a key liaison between school, home, and external agencies
- Maintain accurate safeguarding and pastoral records

This aspect of the role is crucial to ensuring all students are fully supported to engage positively with their education.

2. Social Media Co-Ordinator (Core Day)

As the creative voice of the school, you will shape how we present ourselves to our community and beyond. You will:

- Manage and grow the school's social media presence through engaging, high-quality content
- Capture daily school life through photography and video
- Design promotional materials and key publications (prospectus, handbooks, welcome guides)
- Produce and coordinate the weekly school newsletter
- Maintain and update website content
- Support admissions and marketing activities, including open events and school tours
- Assist with communications, email campaigns, and promotional activity
- Contribute to school events, including occasional evenings

Your work will play a vital role in celebrating success, building community engagement, and supporting student recruitment.

What We're Looking For

We are looking for someone who:

- Is **highly organised, resilient, and able to manage competing priorities**
- Has **strong administrative and data analysis skills**
- Is a **confident communicator**, both written and verbal
- Can build **positive, professional relationships** with students, families, and staff
- Has experience managing **social media and creating engaging content**
- Has a strong eye for **design, detail, and brand consistency**
- Is confident using tools such as **Canva, social media platforms, and Microsoft Office**
- Demonstrates a genuine **commitment to improving outcomes for young people**

Desirable (but not essential):

- Experience working in a school or educational setting
 - Knowledge of Arbor or similar systems
 - Background in marketing, communications, or design
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Why Join Carterton Community College?

- Be part of a **forward-thinking school on a clear journey of improvement**
- Work in a **supportive and collaborative environment**
- Play a **key role in shaping student success and school identity**

- Enjoy a **varied role** that combines analytical and creative work
 - Opportunities for **professional development and growth**
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Safeguarding and Values

Carterton Community College is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment.

This role requires:

- A strong commitment to **safeguarding, inclusion, and equal opportunities**
 - Alignment with our values of **ambition, respect, and community**
 - Willingness to undergo an enhanced **Disclosure and Barring Service (DBS) check**
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Additional Information

- Flexibility is required to support occasional evening events
 - The role follows a split-day structure aligned to attendance priorities
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How to Apply

Prospective candidates are warmly encouraged to visit the school.

For an application form, please apply via MyNewTerm.

If you have any further enquiries, please contact us at the following address:

recruitment@carterton.oxon.sch.uk