



Position:

Maternity Cover Additional Design Responsibilities

Welcome to Waingels

Job Description – Maternity Cover Additional Design Responsibilities

Remuneration	The successful candidate will receive an additional £1,000, paid on a pro rata basis and distributed through monthly salary payments over the duration of the maternity cover period, in recognition of these enhanced responsibilities.
Location:	Waingels School, Waingels Road, Woodley, RG5 4RF
Contract Type:	Fixed term contract – maternity cover
Reporting to:	Headteacher
Start date:	September 2026
End date:	The maternity cover period is expected to run until the end of July 2027 but may end earlier depending on the return date of the substantive postholder

About Waingels

Our school is an inclusive, caring, and high achieving school community, dedicated to unlocking students full potential. We are a values-led school, ensuring every student and staff member feels recognised, challenged, and supported on their journey.

Purpose

In addition to the core responsibilities of the Art & Design Technician, the postholder will undertake enhanced responsibilities to support whole-school communications, marketing, and events during a period of maternity cover. This includes coordinating newsletters, student media, promotional materials, and key school events.

Accountabilities

1. Newsletter Coordination and Production

- Coordinate and produce the end of half-term/term whole-school newsletter, including:
 - Scheduling reminders via Insight
 - Liaising with staff to gather content
 - Editing and distributing the final publication
- Produce curriculum newsletters (7 per cycle, one per year group) using curriculum overviews from the website
- Compile and distribute the careers newsletter in collaboration with the Careers Advisor
- Produce pastoral newsletters on an ad hoc basis as directed by the Deputy Headteacher

2. Student Podcast

- Coordinate the half-termly student podcast, including:
 - Organising student participants
 - Preparing interview questions
 - Recording and editing content
 - Publishing the final podcast

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Accountabilities

3. Marketing and Promotional Materials

- Design and produce posters and promotional materials for school events, activities and social media content
- Produce promotional materials for school productions (e.g. posters and programmes)
- Update PR and communications content as required

4. Open Evening and Publications

- Coordinate and update the school prospectus for Open Evening, including:
 - Liaising with SLT for content approval
 - Editing and preparing materials for print
 - Coordinating with external printers (Blue Moose)
- Support Open Evening preparation by:
 - Creating and printing promotional materials
 - Finalising the Headteacher’s presentation (including branding and imagery)
 - Updating the “Welcome to School” document

5. Sixth Form Open Evening

- Update and produce Sixth Form prospectus/booklet in collaboration with Heads of Subject
 - Liaising with SLT for content approval
 - Editing and preparing materials for print
 - Coordinating with external printers (Blue Moose)
- Create and update the locations leaflet
- Ensure subject presentations are current on the website

Additional Responsibilities

- Work collaboratively with teaching and support staff to ensure timely and high-quality communications
- Manage deadlines effectively, particularly around key school events
- Undertake any other duties commensurate with the role as directed by the line manager

This Job Description is written with the purpose of ascertaining the main duties of the position but is not necessarily exhaustive as the postholder may be required to undertake other duties as directed within the range of duties reasonably expected of a member of support staff.

Additionally, this position commences with a probationary period of 6 months from your start date of employment. During this time, your performance, conduct and suitability for the role will be assessed. We reserve the right to extend this period if performance does not meet the required standards.

Person Specification- Maternity Cover Additional Design Responsibilities

The knowledge, skills, experience and aptitudes necessary for this post include:

	Essential	Desirable
EDUCATION, QUALIFICATIONS AND TRAINING		
Good general standard of education i.e. 5+ A-C GCSEs or equivalent	✓	
Experience of administrative, marketing, or communications work	✓	
Experience of producing written or digital content (e.g. newsletters, promotional materials)	✓	
Experience working in a school or educational setting		✓
Experience of graphic design or use of design tools (e.g. Adobe Creative Suite, Canva)	✓	
Experience of audio editing or media production	✓	
Understanding of school communications and engagement strategies		✓
SKILLS & KNOWLEDGE		
Excellent written communication skills with strong attention to detail	✓	
Strong organisational skills and ability to manage multiple deadlines	✓	
Competence in IT, including Microsoft Office and/or design software	✓	
Ability to edit and present information clearly and professionally	✓	
Basic understanding of social media, marketing, or communications processes	✓	
PERSONAL ATTRIBUTES		
A commitment to safeguarding & promoting the welfare of children and young people	✓	
A Commitment to the school's ethos, aims and its whole community.	✓	
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	✓	
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	✓	
Excellent attendance and punctuality record	✓	
DBS Checked	✓	

Making Your Application

All of our vacancies are advertised on My New Term and we can only accept applications that are submitted via this platform.

Before submitting an application, we would encourage you to:

- Review this recruitment pack in detail to ensure you are the right person for the job and the job is right for you
- Visit our website to learn more about our school community, ethos and values
- Review our staff welcome brochure that you will find alongside this application pack to learn more about what it's like to work at Waingels

Should you have any questions regarding the role or the recruitment process, please don't hesitate to contact us via:

Contact name: Mollie Williams (HR Administrator)

Email: hrandrecruitment@waingels.wokingham.sch.uk

Phone: 0118 969 0336

Post: Mollie Williams, Waingels, Waingels Road, Woodley, Berkshire, RG5 4RF

We will review applications as they are submitted, so you are encouraged to apply as soon as possible.

The school is committed to safeguarding, equal opportunities and to promoting the welfare of all staff and students

