



Highclare School

Media Co-ordinator

Person Specification

Essential Skills Required

1. Excellent knowledge and ability in using social media (e.g. Facebook, Google Plus, LinkedIn, Twitter, Instagram).
2. High levels of competence in the use of MS Office software applications.
3. Excellent verbal and written communication and interpersonal skills.
4. Have a sharp eye for detail and the highest standards of work.

Desirable Skills

5. Educated to A level standard or equivalent
6. Knowledge of school systems and relevant software.
7. A willingness to undertake training and development.
8. Positive and pro-active attitude.
9. Interest in photography.

This list is intended to be as comprehensive as possible, but is not exhaustive.

Highclare School is committed to safeguarding and promoting the welfare of its pupils. There is a legal requirement to provide satisfactory replies to List 99 enquiries which are obtained in the form of an Enhanced Disclosure from the Disclosure and Barring Service