



Appointment of School Communications & Marketing Lead

Required September 2026

Welcome from the Head



Carrington School is a forward-thinking, inclusive and innovative school with a clear vision: to provide an exceptional education that enables every young person to thrive academically, creatively and personally. We are a school that believes in possibility, in ambition and in creating opportunities that transform lives.

Over recent years, Carrington has undergone significant and exciting change. Through reflection, determination and a relentless commitment to improvement, we have developed a strong culture of learning with embedded systems and structures that support the success and wellbeing of every student. Alongside our outstanding facilities and evolving curriculum, we continue to shape a school community where aspiration is nurtured, individuality is celebrated and excellence is expected. At Carrington, we recognise that education extends far beyond examination outcomes. Our role is not only to educate, but to inspire. We want students to discover their talents, develop confidence in their abilities and embrace opportunities in sport, the arts, leadership and enrichment. We believe that widening experiences and encouraging creativity are essential in helping young people grow into respectful, resilient and determined individuals who are prepared for the future.

Our vision is built around three core values:

Aspire – encouraging every student to aim high, embrace challenge and believe in their potential.

Innovate – fostering curiosity, creativity and confidence to think differently and explore new ideas.

Respect – developing thoughtful, compassionate young people who value themselves, others and the world around them.

Our motto, Ad Astra – Reach for the Stars – reflects the high expectations and ambitions we hold for every member of our community. We want Carrington students to feel proud of who they are, proud of what they achieve and proud to belong to our school.

This is an exciting opportunity to join a passionate and dedicated staff team in a school that is ambitious for its future and for the young people it serves.





Who We Are

- We are a 11-16 comprehensive school
- We are a 7 form entry, 210 PAN
- We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- We are in SESSET along with The Ashcombe School and Therfield School
- Our last Ofsted Inspection was rated 'Good' in May 2023
- Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

“Pupils are proud of their school. They know that the staff work very hard to support them”
(Ofsted 2023)

The Role

Role

To lead the school's communications, marketing and community engagement activities, ensuring all internal and external communications promote the school's vision, values and successes.

Job Title:

School Communications, Marketing and Community Engagement Lead

Hours :

30-36 hours per week/42 weeks per year

Salary:

SESSET 6 £28,552 to £31,169 (FTE £31,102 to £33952)

Line Manager: Operations Officer

Contact Karen Ehren, HR Officer for more information
hr@carringtonschool.org or 01737 764356 x208



Benefits

- > Strong induction programme
- > Great CPD and training opportunities
- > Two-week October half term
- > Opportunities to **accompany visits locally, nationally and internationally**, such as skiing in Italy, hiking in Morocco and community project work in Uganda
- > Modern, spacious and well-equipped staff room
- > On-site parking
- > Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- > Annual pay progression within your pay grade
- > Laptops for all teaching staff and tablets for all teaching assistants
- > Start the day with free morning porridge!
- > Complimentary refreshments when attending evening events such as Parent-Teacher meetings and Open Evening
- > £1000 finders fee for staff who recruit other appropriate staff for us
- > London Fringe Allowance
- > **Annual flu vaccinations**
- > Paid lunch duties available

Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.

Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.

Role Description

The Role

Key Responsibilities

1. Strategic Communications & Marketing

- Lead the development and delivery of a proactive marketing and communications strategy
- Ensure all communications reflect the ethos, values and vision of the school
- Promote school achievements, events and student success stories
- Oversee the school website, ensuring it is current, engaging and compliant

2. Communications

- Act as the gatekeeper for all external communication
- Draft, edit and approve all (list not exhaustive):
 - Letters to parents
 - Newsletters
 - Student news updates
- Ensure clarity, tone and consistency across all communication channels
- Quality assure and proofread letters and publications.
- Maintain communication standards and templates.

3. Parent Engagement & Systems

- Coordinate communication through ParentPay, particularly for trips and payments
- Liaise with staff to ensure accurate setup of cost centres
- Support parents to engage effectively with school systems

4. Community & Experience

- Oversee visitor experience and front-facing communication standards
- Support meeting and greeting visitors where appropriate
- Build a welcoming, inclusive and professional school image
- Develop relationships with parents and the wider community.
- Coordinate publicity around school events.
- Promote partnerships and external opportunities.

5. Website & Digital Technology

Manage and develop the school website.

- Ensure statutory website compliance.
- Monitor website analytics and engagement.

6. Working Within the School

- Work collaboratively with all staff, students and their families as well as with external professionals.
- Liaise closely with safeguarding, mental health and inclusion teams where appropriate.
- To cover other areas across the school as and when required i.e reception, student hubs, duties, invigilation, cover.



Role Description Continued

7. Professional Development and Leadership Growth

- Contribute to a culture of continuous improvement.
- Engage in professional learning focused on aspects your job involves.
- Prepare for future leadership by contributing strategically to year group and whole-school priorities.
- Support the development of others through coaching and shared practice.

8. Safeguarding and Professional Responsibilities

- Uphold safeguarding and child protection responsibilities.
- Ensure the wellbeing of All Groups remains central to decision-making.
- Fulfil professional duties in line with school expectations
- Undertake Coaching and school development work as required
- Carry out other responsibilities appropriate to the role as directed by the Head of School.

Safeguarding

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Carrington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



Person Specification

	Essential	Desirable
Qualifications and Training		
Good English and Maths GCSE	✓	
Evidence of ongoing professional development	✓	
Level 3 qualification in Business Administration, Marketing, Communications or related field, or equivalent experience.		✓
Degree in Marketing, Communications, Journalism, Public Relations or related discipline		✓
CIM (Chartered Institute of Marketing) qualification		✓
Qualification in digital marketing or social media management		✓
Knowledge and Experience		
Experience producing professional communications for a wide audience	✓	
Experience managing websites and digital communications	✓	
Experience writing newsletters, reports and promotional materials	✓	
Experience proofreading and quality assuring documents	✓	
Experience managing multiple projects and deadlines.	✓	
Understanding of GDPR and confidentiality requirements	✓	
Experience working within education		✓
Experience using Arbor or similar MIS		✓

Person Specification continued

	Essential	Desirable
Experience using design software such as Canva or Adobe products		✓
Experience managing social media platforms professionally		✓
Skills and Competencies		
Exceptional written and verbal communication skills	✓	
Excellent attention to detail	✓	
Strong organisational and project management skills	✓	
Ability to build positive relationships with stakeholders	✓	
Strong ICT skills	✓	
Ability to work independently and exercise professional judgement	✓	
Creative thinking and problem solving	✓	
Personal Attribute		
Professional and approachable	✓	
Highly organised	✓	
Resilient and adaptable	✓	
Positive ambassador for the school	✓	
Commitment to safeguarding and inclusion	✓	

Person Specification continued

Desirable	Essential
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Safeguarding and professional expectations

Commitment to safeguarding and promoting the welfare of children and young people



Willingness to uphold professional standards in line with the Teachers' Standards and STPCD



Commitment to equality, diversity and inclusion



The successful candidate will be a motivated and values-driven person, committed to ensuring a highly professional community and student focussed marketing strategy is implemented throughout the school year.



Closing date for applications is
Tuesday 21 July 2026 at 10am

Applications will close should a suitable
candidate be appointed

Interview date **TBC**

To apply please complete the Support Staff Application Form
which can be found on the 'Work With Us' page on our website

For an informal discussion about the role please contact the
HR Manager, Karen Ehren
kehren@carringtonschool.org



Visit our website for more
information about our
school



www.carringtonschool.org

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Carrington School Redhill



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