



Community Manager

Salary Range: Grade E, £26,544 - £29,583 (FTE)

Actual Salary: £17,935 - £19,988

25 Hours per week, Permanent, 52 week Contract

We are seeking to appoint a motivated, enthusiastic and highly organised Community Manager. Reporting directly to the Business Manager, you will be responsible for the delivery, co-ordination, and management of the community provision, including the day-to-day operation of the community department and gym. Your role will be to generate income from school lettings and develop opportunities and facilities which serve the wider community as well as the school community.

Testbourne Community School serves the rural town of Whitchurch and the surrounding area. It is within easy reach of Winchester, Newbury, Basingstoke and Southampton with good transport links to the M3 and A34. We are an 11-16 comprehensive school with an extremely able cohort and were graded 'Outstanding' by Ofsted in 2010. We pride ourselves on the strength of staff and student relationships and we have a strong community at the heart of our ethos. Our shared philosophy is embodied by our strapline 'Achievement, Excellence, Integrity.'

The successful candidate will have:

- GCSE grade C+ in English and Maths (or equivalent), preferably educated to A level or degree standard;
- Exemplary organisational and planning skills, alongside the ability to work to tight deadlines;
- Experience of managing lettings and organising events
- Experience of producing promotional materials
- A professional curiosity and the ability to challenge others to ensure compliance;
- Excellent administrative skills and the ability to remain calm under pressure;
- The ability to work independently with minimal supervision.

In return:

- we offer professional development and expertise to enable staff to achieve excellence;
- we provide a highly supportive environment with opportunities to develop;
- we provide a highly professional and collaborative working environment focused on developing a love of learning;
- we offer first rate personal career development to assist you in the fulfilment of your ambitions.

Closing Date for Applications: Noon on Monday 24th January 2022

We reserve the right to interview and appoint candidates before the closing date where applicable.

Application forms and a job description are available from the school website, www.testbourne.school or alternatively contact recruitment@testbourne.school

Testbourne Community School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Enhanced Criminal Records Bureau checks, along with other relevant employment checks. Testbourne Community School is an equal opportunities employer and no candidate will be disadvantaged because of race, gender, sexuality, disability or any other protected characteristic. All shortlisting exercises are completed by evaluating a candidate's suitability in terms of the person specification and job description for the role in question.