



Ribston Hall High School

Post Title: Marketing and Communications Officer

Grade:	NJC SCP 16-20, £30,518 - £32,597 per annum, pro rata salary £14,521 to £15,510
Hours:	20 hours per week, term time only plus INSET plus 1 week (40 weeks per annum)
Contract:	Permanent
Closing Date:	Sunday 18 th January 2026 at 5.00pm
Interview Date:	w/c 26 th January 2026
Start Date:	As soon as possible

The Trustees of Ribston Hall High School are looking to appoint a positive and enthusiastic person to work as a Marketing and Communications Officer.

The role is part-time, working 20 hours per week (term-time only), plus 1 week to be worked during school holidays to cover key functions, such as the A-Level and GCSE exam results days in August. The working pattern will be agreed with the successful candidate.

We are seeking an outstanding candidate who will work closely with the Senior Leadership Team, to drive forward the school as a truly exceptional place to learn and work.

The role covers a range of marketing and communications operations. You will oversee the school's marketing and communications strategy, enhancing the school's 'brand' and purpose through the effective use of media and communication channels. With responsibility for developing marketing strategies and communications activities, you will also manage our media profile and support the student recruitment process for our sixth form.

With proven communications, marketing and brand/event management experience, you will be responsible for managing the school website and using social media to generate positive media exposure. You will have excellent organisation and administrative skills and work with a high degree of accuracy. A relevant degree qualification is desirable, but not essential if you can demonstrate proven skills and abilities.

To apply, please visit the school website www.ribstonhall.gloucs.sch.uk/vacancies and submit your completed application form via the website, together with a covering letter (maximum of two sides of A4) which outlines your experience and suitability for the role (CVs will not be accepted).

For an informal discussion about the role or to arrange a visit to Ribston Hall please contact Charlie Pearson, Deputy Headteacher at cpe@ribstonhall.gloucs.sch.uk

The closing date for receipt of applications is 18th January 2026 at 5.00pm. We however, reserve the right to appoint to the role before the published closing date. References will be sought prior to interview. Please note that as part of our safer recruitment, open internet searches will be carried out on all shortlisted candidates.



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Ribston Hall High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to an enhanced DBS disclosure.

Shortlisted candidates will be contacted and invited to interview. Due to the large number of applications that we anticipate we will receive, we are unable to provide feedback to unsuccessful applicants.