

# **Bangor Grammar School**

## **Public Relations**

Applications are invited from members of staff for the post of Teacher in charge of Public Relations. The successful applicant may be considered as 'the voice of BGS' and will be paid a discretionary allowance equivalent to one management point.

## **Job Specification**

The successful applicant will be required to

- have oversight of the organisation and / or administration of all major school events: Speech Night, remembrance Day, Christmas Carol services, Open Evening and the Easter Service;
- liaise with the School's feeder primary schools, involving staff visits;
- liaise with print and broadcast media to publicise School events, news or achievements;
- update School news on the website's front page (in association with Sharon Cordner).

## **Criteria**

For the purposes of short-listing preference may be given to staff who

- have good organisational and ICT skills;
- are excellent communicators orally and in writing;
- have experience of running a school event which has required publicity;
- has promotional experience;
- can demonstrate their ability to work productively and harmoniously with colleagues.

Applicants should write a letter to the Headmaster outlining how they meet the criteria and deliver it to his office by 12 noon on Thursday 9 September 2010.