The American School in London

Communications Assistant

Reports to: Director of Communications
Hours: Part-time (15-20 hours per week, negotiable)
Contract: Fixed-term (October 2026-May 2027, negotiable)
Salary: £31,870-£33,811 (pro rata)
Location: Onsite

Overall purpose

The Communications Assistant will provide general administrative and communications support to the Communications Team. The role is ideal for someone who is organised, proactive, and interested in supporting a range of communications activities across the organisation.

Working closely with colleagues, the Communications Assistant will help coordinate day-to-day activities, support the development and distribution of communications materials, and assist with projects, campaigns, events, and other team priorities as needed.

Responsibilities

- **Website Management:** Support the day-to-day management and maintenance of ASL's website, including making general content updates, adding and amending information, uploading materials, and ensuring content remains accurate, current and engaging.
- **Photograph Management:** Organise and maintain the organisation's photography and image library. This includes uploading, categorising and retrieving images, ensuring appropriate file naming and storage, and supporting the use of photography across digital and printed communications.
- **Signage Requests:** Coordinate requests for internal and external signage, working with relevant teams to understand requirements, prepare or provide content and ensure signage is produced and displayed accurately and in a timely manner.
- **Email Support:** Provide administrative and communications support for large-scale emails
- **Content Capturing:** Support the capture of engaging written, photographic and other digital content for use across the website, social media, internal communications and other communication channels. This may include attending events and activities to gather relevant content.
- **Proofreading and Quality Checking:** Proofread and check communications materials for accuracy, clarity, consistency, spelling, grammar and presentation before publication or distribution. Work with colleagues to ensure content meets organisational standards and tone of voice.
- **Webmaster Inbox Management:** Take responsibility for monitoring and managing the webmaster inbox, triaging incoming requests, responding to straightforward queries, coordinating with relevant teams and ensuring website-related actions are followed up and completed within appropriate timescales.

- **General Communications Support:** Provide wider administrative and operational support to the communications function, contributing to the smooth delivery of communications activity and assisting with projects and campaigns as required.

Essential Criteria

The successful candidate will demonstrate:

- Strong written and verbal communication skills
- Good organisational and administrative skills, with attention to detail
- The ability to manage multiple tasks and prioritise work effectively
- A proactive and collaborative approach to supporting colleagues and contributing to team objectives
- Confidence using common digital tools
- An interest in communications and marketing
- The ability to work independently when required while also being an effective team player
- A demonstrated commitment to the safeguarding of children and young people

This position description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the role that are commensurate with the job title and salary.

The American School in London is committed to safeguarding and promoting the welfare of children and young people and expects all trustees, employees and volunteers to share this commitment. All new appointments will be subject to appropriate checks: Disclosure and Barring Service (DBS enhanced), Disqualification by Association Self-Declaration, Declaration of Criminal Record, checks against the Teaching Regulation Agency (TRA) Prohibition List (Teacher Status Checks) including Identity, Address, Date of Birth, a Full Employment History, Right to Work in the UK, overseas checks where applicable, at least 2 references (one with current or most recent employer, where appropriate) and original documentation of Qualifications (where appropriate). For positions into Senior Management a Prohibition from Management Check (s128 Directive) will also be undertaken.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Diversity and equality of opportunity are cornerstone values of The American School in London. The American School in London will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, genetic information, gender identity or expression, sexual orientation, marital status, or any

other legally recognised protected basis under local law. Read our Diversity, Equity and Inclusion statement here.