



# Hitchin Boys' School

Head Teacher: Mr T E Bennett BA (ED)  
Grammar School Walk, Hitchin, Herts SG5 1JB



## Marketing and Communications Officer

**37 hours per week, Mon-Fri**

**39 weeks/year (term time + 5 days)**

**£21,540 - £22,590**

**(Grade H4: £25,183 to £26,409 FTE)**

Hitchin Boys' School (HBS) is a high achieving, all ability, single sex school with over 1,300 students on roll. In collaboration with our partner schools, we have a mixed sixth form. Our history stretches back nearly 400 years, but we embrace fresh thinking and a modern, vibrant curriculum. We have high expectations, excellent standards of behaviour and pride in our extra-curricular activities that lead to academically successful and well-rounded students, who are well equipped for life beyond school.

We are delighted to offer an exciting opportunity to join our school as a Marketing and Communications Officer to take the lead in administering social media, coordinating events, designing promotional materials, branding, parent communication platforms and school newsletters. The job holder will develop and execute marketing initiatives that effectively promote the school's brand, enhance its reputation, attract prospective students and staff and strengthen engagement with the school community.

We are seeking to recruit someone who has proven experience in marketing, communications or public relations and strong writing, content creation and design skills. The successful candidate will have strong interpersonal skills, attention to detail and the ability to work collaboratively with a variety of stakeholders including senior leadership, teachers and external partners.

### What can HBS offer you?

- A school with great traditions, excellent reputation but with a modern outlook
- A dedicated, well qualified and experienced staff who share the goal enshrined in our school motto "Per Ardua Ad Alta" – Striving for Excellence
- Free Employee Assistance Programme, accessible 24/7
- A campus that combines state of the art facilities with historic Grade II listed buildings
- An SLT commitment to supporting the mental, physical & emotional wellbeing of staff/students

**Application deadline: 9am on Wednesday 4<sup>th</sup> June 2025**

**Applications should be submitted via [My New Term](#)**

Further information on our school can be found on the school website <https://www.hbs.herts.sch.uk>

**HBS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be carried out for all posts.**

**HBS welcomes applications from all applicants who meet the requirements for the position, however we are especially keen to receive applications from those in minority groups for which the school is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.**