

Marketing & Communications Officer

Salary:

Scale 4 point 7-10
£17,486 to £18,255 (actual salary)
Starting salary dependent on experience

Part Time: 21 hours per week over three days
8.30am – 4pm (hours negotiable)
Term Time only

Required for: As soon as possible
Application Closing Date: Wednesday 25th November 2026
Interview Date: TBC

Please note that Lux Mundi Catholic Academy Trust reserves the right to interview and appoint prior to the closing date

LUX MUNDI
LIGHT OF THE WORLD - CATHOLIC ACADEMY TRUST

Why Work For Us?

Firstly, thank you for taking the time to consider applying for the post of Marketing & Communications Officer at Lux Mundi Catholic Academy Trust

Lux Mundi, meaning Light of the World, reflects the heart of our mission: to provide an excellent Catholic education that enables every child and young person to flourish academically, spiritually, socially and emotionally. Guided by our Catholic faith and Gospel values, we are committed to nurturing the God-given potential of every individual, ensuring that our schools are places of hope, opportunity, belonging and aspiration.

As a Trust, we are proud of the dedication and commitment of our staff, the support of our families and parishes, and the achievements of our pupils. We recognise, however, that education is a constantly evolving landscape, and we are excited about the opportunities ahead to strengthen our provision, deepen collaboration across our schools and continue to improve outcomes for every learner.

We offer state of the art buildings, facilities and dedicated professional staff – Lux Mundi is an exciting and supportive environment in which to work and develop your career.

This is a fantastic opportunity for someone with experience in marketing to join our team.

The Marketing and Communications Officer will promote the Lux Mundi Catholic Academy Trust, raise the profile of its schools and communicate the Trust's vision, mission, values and achievements to internal and external audiences. The postholder will develop effective marketing and communications that celebrate Catholic education, strengthen relationships with families, parishes and communities, and support pupil recruitment and retention.

Working with senior leaders, headteachers and school staff, local authority, diocese and clergy, and where required with other professional contacts, the postholder will ensure a consistent, professional and engaging approach to marketing, branding and communications while recognising the distinctive identity of each academy.

Please note, you do not need to be a practising Catholic to apply however the successful candidate would be expected to uphold the Trust's ethos.

How to apply

Please submit the completed application form to Mrs Wright (HR Director) via email Staceywright@luxmundi.co.uk by the advert closing date which is Wednesday 25th November 2026. We will then be in touch soon after to let you know if your application is successful for interview. Please note that Lux Mundi Catholic Academy Trust reserves the right to interview and appoint prior to the closing date

LUX MUNDI
LIGHT OF THE WORLD ~ CATHOLIC ACADEMY TRUST

Marketing and Communications Officer

Job title	Marketing and Communications Officer
Reports to	Chief Executive Officer
Location	Central Trust Office, with travel across Trust schools Opportunity to work remotely available
Contract	Permanent; part-time
Salary	Scale 4 Point 7
Working pattern	Term-time only

1. Job Purpose

The Marketing and Communications Officer will promote the Lux Mundi Catholic Academy Trust, raise the profile of its schools and communicate the Trust's vision, mission, values and achievements to internal and external audiences. The postholder will develop effective marketing and communications that celebrate Catholic education, strengthen relationships with families, parishes and communities, and support pupil recruitment and retention.

Working with senior leaders, headteachers and school staff, local authority, diocese and clergy, and where required with other professional contacts, the postholder will ensure a consistent, professional and engaging approach to marketing, branding and communications while recognising the distinctive identity of each academy.

2. Key Responsibilities

A. Marketing Strategy and Brand Development

- Support senior leaders to develop, implement and review a Trust-wide marketing and communications strategy aligned with strategic priorities.
- Promote consistent branding while celebrating each school's individual identity.
- Raise awareness of the Trust's mission, Catholic values, achievements and community contribution.
- Develop campaigns for schools, events and Trust-wide initiatives.
- Produce prospectuses, brochures, banners, presentations, newsletters and digital materials.
- Evaluate marketing activity and recommend improvements.

B. Pupil Recruitment and School Promotion

- Work with school leaders on campaigns supporting pupil admissions, recruitment and retention.
- Coordinate promotion of open days, school tours and information evenings.
- Showcase school facilities, curriculum, extracurricular opportunities, pupil achievements and Catholic life.
- Support engagement with prospective families, feeder schools, parishes and communities.
- Review admissions trends and local demographics to identify opportunities.
- Keep school websites and recruitment materials accurate, accessible and engaging.

C. Digital Marketing and Social Media

- Manage the Trust website and support effective school websites.
- Create, schedule and publish engaging social media content.
- Work with school-based staff to ensure that content is available, relevant and timely
- Deliver digital campaigns and produce photography, video, graphics and success stories.
- Monitor website traffic, social engagement and campaign performance.
- Follow safeguarding, data protection, photography consent and Trust policies.
- Support positive online engagement and reputation management.

D. Communications and Public Relations

- Coordinate internal and external Trust communications.
- Prepare newsletters, press releases, announcements and articles.
- Build relationships with local media, parishes, diocesan representatives and community organisations.
- Celebrate school achievements and Trust initiatives.
- Support senior leaders with presentations, speeches and strategic messages.
- Assist with sensitive communications under senior leadership direction, including job vacancies.

E. Catholic Ethos, Mission and Community Engagement

- Embed the Catholic mission, ethos and values in all communications.
- Celebrate liturgy, charitable work, social action, prayer and community events.
- Work with chaplaincy teams and Catholic Life leads to showcase spiritual life.
- Strengthen relationships with parishes, diocesan education teams and Catholic communities.
- Communicate the Trust's commitment to dignity, inclusion, service and the common good.

F. Events and Stakeholder Engagement

- Support Trust events, conferences, celebrations and community activities.
- Assist schools with open evenings and mornings, awards ceremonies and fundraising promotion.
- Engage parents, carers, governors, trustees, staff and local communities.
- Identify opportunities for partnerships with organisations and businesses.
- Promote the Trust as a values-led employer through staff recruitment campaigns.

G. Monitoring, Reporting and Continuous Improvement

- Set measurable marketing and communications objectives.
- Report on website engagement, social reach, campaign results and admissions-related enquiries.
- Gather stakeholder feedback and maintain a communications calendar.
- Manage delegated marketing budgets and resources effectively.
- Keep up to date with education marketing and digital communications practice.

3. Person Specification

Essential	Desirable
Marketing, communications or public relations experience	Experience in schools or a Multi-Academy Trust
Excellent written and verbal communication	Understanding of Catholic education and diocesan structures
Website and social media management experience	Admissions and pupil recruitment marketing
Ability to produce engaging content	Photography, video and graphic design
Strong organisation and project management	Marketing budget management
Collaborative stakeholder working	Experience working across multiple sites
Awareness of safeguarding, confidentiality and data protection	Education sector communications experience
Commitment to supporting the Catholic ethos	Promoting Catholic life and community engagement

4. General Responsibilities

- Support the Catholic ethos, mission and values of the Trust.
- Maintain professionalism, integrity and confidentiality.
- Follow Trust safeguarding, health and safety, equality and data protection policies.
- Undertake training and continuing professional development.
- Work across Trust schools and attend occasional evening or weekend events as required.
- Carry out other reasonable duties appropriate to the role and grade.

5. Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate must comply with safeguarding policies and complete appropriate pre-employment checks, including a Disclosure and Barring Service (DBS) check at the level legally appropriate to the role.

6. Key Performance Indicators

- Awareness and positive perception of the Trust and schools
- Website and social media engagement
- Effective delivery of campaigns and communications plans
- Prospective parent enquiries and engagement, including admissions
- Consistent, high-quality branding across schools
- Positive relationships with Trust and school staff, directors and governors, parishes, families and communities
- Promotion of Catholic life, mission and Trust achievements