**WYVERN COLLEGE**

**BOTLEY ROAD, FAIR OAK, EASTLEIGH, HANTS, S050 7AN**

E-mail: [hrdept@wyvern.hants.sch.uk](mailto:hrdept@wyvern.hants.sch.uk) Tel. 023 8069 2679

**COMMUNITY AND COMMUNICATIONS MANAGER**

**(Scale E, £33,178- £36,369) 37 hours per week, 52 weeks per**

We have an exciting opportunity for a suitably experienced candidate to join our Community Enterprise team as Community and Communications Manager.

You will have responsibility to shape the future development of the community trading arm of Wyvern College.

We are looking for an innovative, driven, and organised team player to lead our Community operations, and at the same time think and develop strategically to maximise effective utilisation of the facilities to increase income generation.

The successful candidate will have a proven track record in a similar work place or can demonstrate required skills and experience relating to this role.

The post is 37 hours per week, which will include the requirement to work evenings and weekend by prior arrangement.

Wyvern is a 11-16 mixed comprehensive school, serving the communities of Fair Oak, Horton Heath, Bishopstoke, Durley and Upham and the surrounding area. Increasingly, families from outside the catchment area are seeking Wyvern places for their children.

**We offer:**

* Generous annual leave entitlement
* Generous LGPS scheme
* A friendly and supportive work environment where staff feel valued
* Good training & development opportunities
* Discounted childcare in our on-site nursery
* Discounted use of our sport and fitness facilities
* Cycle to work scheme and tech schemes
* Free parking & many other benefits

The Community arm of the college has a central role to play in making our vision (Think Grow Care) a reality, as it provides and facilitates out of college opportunities for students to grow personally.

The college had its latest Ofsted inspection in December 2023. The college was judged to be a strongly “Good” school. The report validated our own assessment of the college – there were no surprises! It described Wyvern well:

The college provides an extensive staff induction programme and in addition, staff have a comprehensive range of opportunities for continuing professional development.

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to undertake a disclosure and barring service check. All appointments are subject to the satisfactory completion of all pre-employment checks.

Application packs available from [www.wyverncollege.org.uk/recruitment](http://www.wyverncollege.org.uk/recruitment)

Please note: CVs will not be accepted as an alternative form of application and will not be placed into shortlisting

**Closing Date Monday 6th October 2025 12 noon.**

**Disclaimer: We reserve the right to close a vacancy earlier than the advertised date if we receive applications that meet the criteria. Once a vacancy has closed, we are unable to consider further applications, so please submit your application as soon as possible to avoid disappointment.**