



## **Position: Parent Partnership Officer**

At Kanha Global School we seek to provide an environment which is guided by excellence: for students, for teachers and for our administration team. We have high expectations of our students and staff, while offering an environment designed to help you thrive. If you would like to have access to high-quality training and structured professional opportunities, and are willing to offer your proven skills, hard work and team spirit, Kanha Global School could be the place for you.

### **Job overview**

We are looking for a Parental Engagement Officer who is looking to join our motivated and committed team. We are looking for an enthusiastic and dedicated individual to support our parents in engaging with their child's educational journey, facilitating communication between parents and school, and promoting a collaborative approach to addressing students' needs, ensuring all duties are completed to the highest standard. You will need to be personable and have good communication skills. You will also work with our admissions and leadership teams to manage our social media, PR and marketing, and ensure our admissions process is a smooth and positive one for families.

The role entails supporting the Principal by taking the lead on the policies, procedures, systems, structures, resources to provide a range of support to our students and their families. You will work directly with parents in a non-judgmental way, to get the most out of the educational opportunities Kanha Global School provides.

You will have the ability to offer calm, appropriate and supportive advice to ensure the highest level of support for our pupils and families in line with the expectations and ethos of our school.

### **Key Responsibilities:**

- Act as a point of contact for families and establish and foster good, trusting relationships with parents.
- To be available throughout the day by phone, Teams, email or text message and respond to all enquiries with an initial response within one working day.
- Where necessary or appropriate, schedule a return call from the relevant member of the school staff and keep parents / carers updated until the matter is satisfactorily resolved.
- Organise and coordinate Coffee mornings, parents collectives, parent teacher meetings and discuss student progress.
- To lead and oversee the Kanha Global School's admission process.
- Organise workshops, information sessions, and events to enhance parent-school collaboration.
- Develop informational materials, newsletters, and guides to keep parents informed.
- To ensure consistent and on-brand social media presence.
- To create and leverage PR opportunities.

### **We can offer:**

- The opportunity to join a strong team at Kanha Global school.
- A delightful student and parent community.



- Strong support from the Principal and her team.

This is a full-time position.

### **How to apply**

**1. Informal Discussion:** Applicants who wish to have an informal discussion about the role or wish to visit the school in advance of any selection process should contact the Principal, Anna Dearden, by sending an email to [careers@kanhaglobalschool.com](mailto:careers@kanhaglobalschool.com)

**2. Apply:** Download our application form at [kanhaglobalschool.com/careers](http://kanhaglobalschool.com/careers), fill it in and send it to [careers@kanhaglobalschool.com](mailto:careers@kanhaglobalschool.com)