

TEMS

“Passionate about education”

A woman with brown hair tied back, wearing a yellow long-sleeved shirt and a green lanyard with 'TEMS' on it, is smiling and gesturing with her hands while talking to a young boy. The boy is wearing a red jacket and is also gesturing. They are in a classroom setting with colorful artwork on the wall and books on a shelf in the background.

Applicant Pack

Communications Coordinator Junior

COGNITA

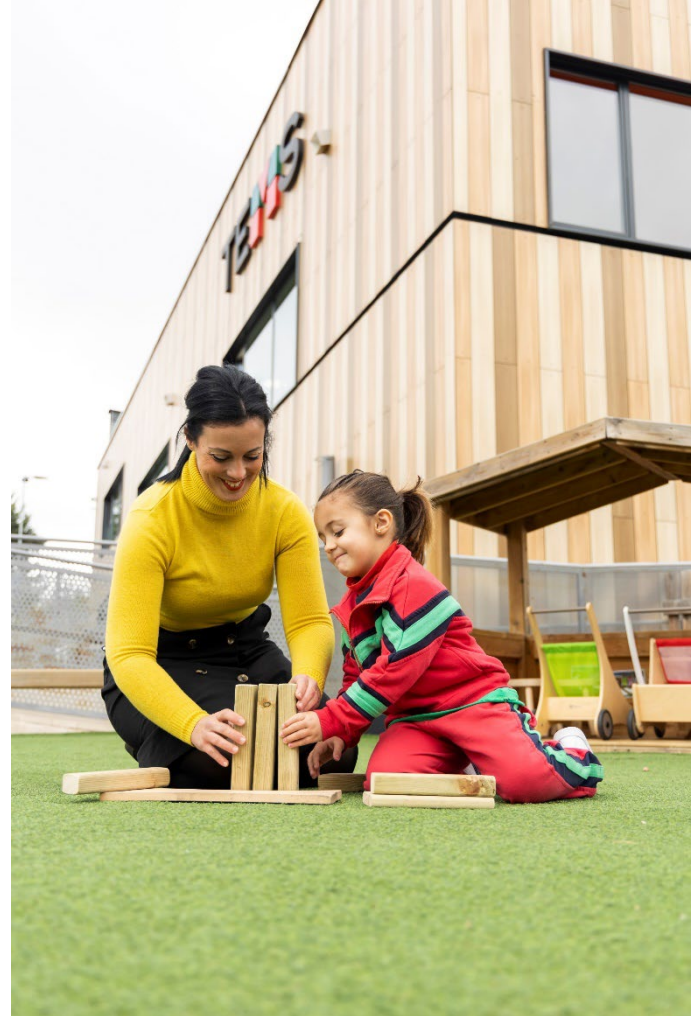
An inspiring world of education

WORKING FOR TEMS

This is an exciting time to be joining TEMS community. Our first cohort of A level pupils started in September 2020 and are delighted with their results and on how motivated they are. We, as teachers, enjoy the teaching methodology applied for the A Levels and this is reflected on our students performance. Every day is a challenge where creation and team work inspire us all to give our best.

The TEMS Faculty consists of experienced and highly qualified staff from across the world – with each continent represented in our team. Teachers enjoy the ambience among the teaching and leadership team and all staff are provided with their own HP tablet device. Furthermore, the school is situated in Aravaca near to the train station and a host of cafes and restaurants.

TEMS core values, Independent, Confident and Caring are the essence of the school and all our programme resolves around them. Feel free to share your ideas and thoughts always taking our three values into account!



WORKING IN MADRID

Madrid is a bustling, cosmopolitan city that possesses an exhilarating historical background. Nowadays, Madrid offers a metropolitan atmosphere with plenty to show from the past.

The Spanish capital will quickly win you over. People are friendly, the food is fabulous and there is always something going on.

Being part of such a culturally rich city with so many traditions is very appealing. The *madrileños* know how to live the good life. For example, meeting friends after work to have a few laughs over tapas and wine in a busy mercado is a must.

Madrid attracts business and international investors while the cost of living is affordable.

WELCOME

For over 40 years, TEMS has been established as a British School that combines the benefits of a British education with the Montessori pedagogy and the possibility to continue in either the Spanish Bachillerato or A Levels.

TEMS ranks among the very best across both Spanish and international schools in Spain, in terms not only of our external examination results but as judged through the EL MUNDO rankings. As well as our high academic standards, we work to ensure our pupils are socially able and engaged, with a high level of emotional intelligence, independence and self-discipline.

TEMS comprises 3 distinct, spacious areas, namely Discovery House, our purpose-built Infant space, complemented by Primary and Secondary buildings. We work hard to ensure a sense of community across the three parts of our school, whether for students or staff in a range of collaborative projects such as reading buddies, working parties and volunteering.

SAFER RECRUITMENT

Cognita expects all staff, volunteers and other third parties to share our commitment to maintaining the highest standards of safeguarding and child safety. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.



ABOUT TEMS

Like any school, we regularly survey our community to reflect on the service we offer our families, and this reflective approach characterises much of our philosophy.

We have selected some quotes here to help you get a sense of what they say about us:

- "The commitment of the teaching faculty to their students. The school's core values, sense of family and togetherness. The ability to adapt effectively during the pandemic and finally my overall impression is of a very well-run school."
- "Excellent teaching staff who truly care about the children and support them. Top digital technology, impressive investment in devices for children like no other school I know of. Brilliant handling of extremely difficult VIRUS situation, top-notch organization of in school and at home learning."
- "Professionalism and quality of teaching, while maintaining a very close and loving treatment of children. There is almost a sense of family. The Montessori approach is undoubtedly a great value for the education of children."

We hope you will see enough to tempt you into an application and look forward to meeting you personally.

WORKING FOR COGNITA

Since 2018 TEMS has been a proud member of the Cognita Schools Group. As the world's most diverse school group, Cognita offers outstanding career opportunities with a global dimension. The organisation employs more than 7,500 teachers and professional staff across its 102 schools, UK head office and regional offices in Europe, Latin America and Asia. Employees enjoy a comprehensive range of benefits, not least professional development incentives and the opportunity to forge an international career within the same organisation. Links with our global family strengthen the learning opportunities we provide both to students and teachers.



58,000
STUDENTS



15,000 +
EMPLOYEES



9
ACADEMIC
CURRICULA

COGNITA

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Find out more at www.cognita.com

Communications Coordinator Junior

Job description

Mission: To provide the development and implementation of key internal and all external communications initiatives with stakeholders and target audiences. To promote a positive public image amongst the school audience. To collaborate with others in the organisation to achieve brand consistency, coordination of messages, and the highest standards for external communications. To create and implement school-wide design messages and content generation. To participate in strategizing and executing the brand awareness and positioning of the school.

Functions:

1. Development, implementation, and monitoring of communications strategic plans

- Aligned with the strategic lines defined and set by the Marketing Manager and Communications Coordinator, responsible for the implementation, and monitoring of the communications plan (internal comms road map such as contents, formats, channels, periodicity, and publications as well as the external comms related to the target audience and media), focusing on the brand value of the school.
- Implement the media and outdoors plan to increase brand awareness and contribute to lead generation.
- Development of P.R. content and initiatives that contribute to community engagement and brand advocacy.

2. Development of school website and social media channels

- Identification, coordination, production and feeding of website and SSMM contents and news. Responsible for content-related protocols to keep the website and SSMM channels effective and up to date.
- Reporting of the main KPI measures

3. Brand value responsibility

Ensure we follow company and brand school guidelines, as well as image rights in all communications.



Communications Coordinator Junior

Job description



Values

- Community Spirit: playing a relevant role in identifying and promoting community initiatives that support commitment.
- Innovation: contribution to “how we are different” and “how we make the difference”
- Global thinking: take the “diversity” and convert it into a strength of global connection – an international perspective
- Integrity and positivity: healthy transparency and focus on success.
- Generosity: share expertise, insights, and best practices across the team



Communications Coordinator Junior

Job description

Skills

- High written and verbal skills in English and Spanish
- Good knowledge of PR and branding
- Excellent organisational abilities and time management skills, ability to meet deadlines, multi-task and prioritise workload.
- Ability to communicate in an engaging manner to generate support and confidence within the target audience.
- Highly digitally and social media literate. Experience working across key social media channels and using website WordPress.
- Analytical, data-driven
- Negotiation skills for 3rd party stakeholders
- High commitment to the company's objectives and values

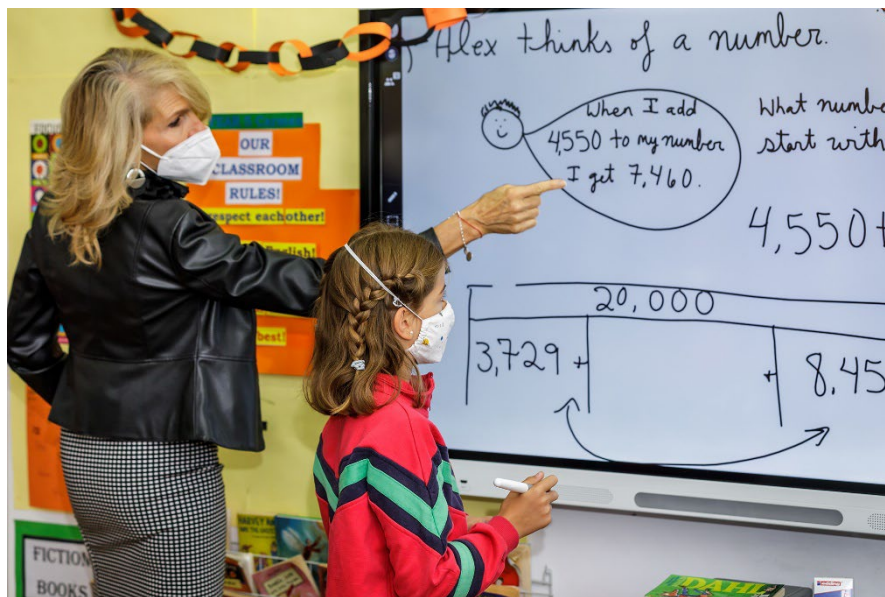


Communications Coordinator Junior

Job description

Profile:

- University Degree and at least 2 years of experience in a discipline relevant to communications, marketing, journalism, advertising, or public relations.
- Hands-on person with photography, writing, communication and design skills.
- A team player able to generate high impact, through tactical programs, that establish branding and market dominance.
- Languages: High level of English and Spanish



Safeguarding: Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Diversity: Cognita's success depends on our people. With 77 schools in 10 countries and our employees representing over 30 nationalities, the scope of our difference is a source of pride. We believe this diversity positively promotes global citizenship and reflects the value of contribution irrespective of one's personal characteristics and/or background.

Equal opportunities: Cognita is committed to preserving and promoting equality of opportunity in all aspects of the conduct of its business. No member of staff or any applicant for employment with Cognita will be discriminated against, harassed or victimized because of their personal characteristics. Cognita expects all staff to comply with the letter and the spirit of its policy.



HOW TO APPLY

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

To apply, please download the [application form](#), that you will find in the Work With Us section of our website (tems.es), follow the instructions to complete it and send it to recruitment@tems.es before the closing date. Please be aware of the following:

We need you to complete your information accurately so that there aren't any gaps in your education or professional history since secondary school. Please make sure you include the month and the year in every date and all the gaps are explained.

Please include your complete name (including your middle names as per your ID where it says "full name"). Please note that we need you to provide a minimum of two contacts of your two most recent employers (that would be your current employer and the previous one).

- ☐ Starting date: September 2023
- ☐ Interview dates: We reserve the right to interview and appoint as soon as we find the ideal candidates
- ☐ Rolling interviews: Shortlisted candidates will be interviewed as they apply
- ☐ Closing date: When the right candidate is found

TEMS



The English Montessori School

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E: info@tems.es W: tems.es

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