



JOB DESCRIPTION COMMUNICATIONS LEAD



IDENTIFICATION DU POSTE

JOB TITLE	Communications Lead Lycée Français International Jacques Prévert d'Accra (LFIA)
POSITION IN THE ORGANOGRAM	Line manager : Head of school / Principal Working relationships : Administrative and Finance Director, Headmistress, Teachers, IT team, the Board, external service providers and agencies
LOCATION	6 Bathur Street, East Legon, Accra, GHANA
HOURS	Full time – 40 hours per week
CONTRACT TYPE	Local (Ghanaian) employment contract

ABOUT THE SCHOOL

Lycée Français International d'Accra (LFIA) is an international French school located in Accra, Ghana. For more than 60 years, LFIA has delivered educational excellence grounded in the French national curriculum, enriched by a strong international perspective. The school welcomes students from Nursery (age 3) through to College (age 18).

LFIA is the only school in Ghana accredited by the AEFÉ (Agency for French Education Abroad). As a result, LFIA maintains a long-standing and close relationship with the French Embassy in Ghana and has historically been the school of choice for French-speaking diplomats and Francophone families. Today, LFIA serves families hailing from 40 different nationalities, a significant proportion from Ghana.

Vision: Our vision is to be Ghana's leading international school, recognised for academic excellence, cultural diversity, and global citizenship.

Mission: Lycée Français International d'Accra shapes globally minded learners through exceptional French education in a diverse and inclusive environment. We foster multilingualism, innovation, responsibility, and the skills needed to succeed in an ever-changing world.

ABOUT THE ROLE

JOB SUMMARY	The Communications Lead is responsible for implementing the school's communication strategy to promote its mission, values and programs. This role ensures consistent, engaging, and bilingual (French–English) communication with internal and external stakeholders, including parents, staff, students and the wider community. This role will also support the growth of the student body through effective engagement with education partners and prospective families.
Communications strategy	<ul style="list-style-type: none">• Implement the school's new internal and external communications strategy



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	<ul style="list-style-type: none"> • Manage the school's brand identity across all communication channels • Promote school events, achievements, and initiatives
Content Creation (French and English)	<ul style="list-style-type: none"> • Create and publish high-quality content: newsletters, blog articles, brochures, the academic calendar, and the annual yearbook/report • Produce compelling digital content, such as articles, stories, photos and videos, showcasing school life • Write speeches, announcements, press releases and other official correspondence • Develop marketing materials and campaigns
Digital and Social Media Management	<ul style="list-style-type: none"> • Manage the school's website • Lead social media strategy • Monitor analytics and adjust strategies for better engagement
Internal Communications	<ul style="list-style-type: none"> • Facilitate clear and timely communication with families, staff, students and the wider school community • Manage school apps with IT Team (e.g., Eduka, Pronote, SmartSapp) to ensure clarity, consistency and accuracy
Relations communautaires et extérieures	<ul style="list-style-type: none"> • Act as the Spokesperson for the school • Strengthen relationships with current families, alumni and the broader school community • Build relationships with media outlets and coordinate media relations • Coordinate communication for school events, open days, and ceremonies • Coordinate outreach activities, partnerships, and community events • Represent the school at networking and promotional events
Admissions & Enrolment	<ul style="list-style-type: none"> • Foster relationships with education partners, diplomatic missions, government authorities and relocation services • Collaborate with Admissions staff to organize and conduct school tours, open houses, and information sessions • Collaborate with school leadership to monitor enrollment trends and support student recruitment initiatives

SKILLS REQUIRED

Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Communications, Marketing or a related field • Minimum 5 years' experience in communications, marketing, or client relations, ideally in a multicultural or school setting • Strong English and French speaking, writing and editing skills
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	<ul style="list-style-type: none">• Basic graphic design skills (Canva and Adobe suite) and experience with video editing apps and photography• Familiarity with email marketing platforms (e.g. Mailchimp)• Experience managing digital communication platforms and social media
Skills & Competencies	<ul style="list-style-type: none">• Ability to communicate effectively and persuasively• Proven ability to manage diverse stakeholders and handle sensitive issues• Strategic thinking combined with operational execution• Strong organizational and project management abilities• Excellent interpersonal and presentation skills• Customer-service oriented approach when interacting with families and agencies• Capable of working in a multicultural and multilingual environment• Ability to supervise freelancers and junior personnel• Experience working with children (background check will be required)
Personal Attributes	<ul style="list-style-type: none">• Professional, approachable, and culturally aware• Strong ambassador for the school's mission, vision and values• Collaborative team player with initiative and creativity
Professional obligations	<ul style="list-style-type: none">• Participate in trainings• Comply with the provisions of LFIA's internal regulations• Uphold the duties of loyalty, impartiality, integrity, and confidentiality• Work in a project-based manner and cross-functionally with the school's teams

HOW TO APPLY

Applications should include degrees, a CV, and a cover letter in both French and English, to be sent to: secretariatproviseur@faccra.com

Deadline for submission: 18 May 2026

Expected start date: 15 June 2026