



SHERBORNE



SHERBORNE  
INTERNATIONAL

## JOB DESCRIPTION

Sherborne Summer aims to give each student a great experience and happy memories. The courses are for students aged 8 – 17 from several countries to develop their use of English. They get a taste of life at a British boarding school and as well as classes in English and drama, they have several other subjects such as history, science, maths and computing. Some students follow academic courses at IGCSE or A levels/IB Diploma. The course has a strong 'fun' element in a caring, friendly environment: The Course photographer will be responsible for documenting the students time at Sherborne and ensuring that we convey this to parents and agents in a suitable manner.

### Sherborne School Recruitment and Selection Policy Statement

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the DBS.

<b>Job Title:</b>	<b>COURSE PHOTOGRAPHER, WEBSITE AND SOCIAL MEDIA ADMINISTRATOR</b>
<b>Contract</b>	Temporary Contract for a maximum of 7 weeks from 2 July to 20 August 2025. Compulsory training sessions will take place over 3 days between Sunday 29 June and Tuesday 1 July 2025.  Course weeks run Wednesday to Wednesday.  Offers of employment are subject to the course being able to run and final student numbers.
<b>Location:</b>	Sherborne Newell Grange Campus and Main Sherborne School Campus.
<b>Line Manager:</b>	The post-holder is line managed by the Director of Short Courses, who will direct in daily duties but may also take direction from any other member of the Short Course Management Team.
<b>Remuneration:</b>	Currently up to £12.50 per hour (dependent on skills and experience). <i>To be reviewed in April 2025.</i>

Hours worked until approximately the 20<sup>th</sup> of the month will be paid in arrears on the last banking day of each month direct into a nominated UK bank account.

Lunch may be taken in the school dining room on working days.

<b><i>Holiday:</i></b>	In view of the requirements of the course, holiday leave cannot be taken during this period of temporary employment.  The postholder is entitled to receive a pro-rata holiday entitlement of 5.6 weeks per annum which will be paid after the end of the contracted period.
<b><i>Hours of Work:</i></b>	Approximately 37.5 hours per week, working flexibly around lessons, activities, sports and planned events and excursions – to include some evenings and weekends.
<b><i>Probationary Period:</i></b>	In accordance with School policy, offers of employment are subject to a probationary period of up to six months.  All summer course contracts are subject to a one-week notice period by either side.
<b><i>Medical Fitness:</i></b>	Any offer of appointment is conditional upon a self-declaration of physical and mental fitness to carry out the responsibilities of the role.
<b><i>DBS Disclosure (Police Check)/References:</i></b>	As Sherborne School is registered to ask ‘exempted questions’ under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.
<b><i>Post-holder’s Responsibility:</i></b>	You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School’s Safeguarding (Child Protection) Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School or on the courses, you must report any concerns to the School’s Designated Safeguarding Lead (Child Protection Officer) or one of the Deputy DSLs.

## **MAIN PURPOSE**

The Course Photographer, Website and Social Media Administrator will assist the Short Course Team in effective marketing administration of the summer course. They will use their photography skills to record both the academic and fun sides of the School’s summer courses, telling stories and capturing emotions. Duties will include: photographing students in lessons and while participating in the various sports, activities, events and excursions; regularly uploading photos to the School’s website; producing newsletters for parents and agents; updating the School’s social media channels (eg Facebook, Twitter).

The successful candidate will be able to demonstrate excellent photography skills and have previous experience of using a website CMS and communicating through various social media platforms. They will have strong communication and organisation skills. They will be expected to represent the School positively.

## CORE DUTIES

The Course Photographer, Website and Social Media Administrator will:

- manage and co-ordinate photoshoot sessions both on- and off-site. As well as photographing students in lessons, this will mean joining staff and students at various sports, activities, events and on excursions/educational visits (some of which will occur during evenings and weekends);
- ensure photographs are of a high quality, original and creative and capture both the academic and fun sides of the summer course, involving as many students as possible;
- digital editing and retouching of images, where necessary;
- support the pastoral staff with managing student behaviour as appropriate for the situation/location;
- keep a record of students whose parents have not given permission to appear in photos and ensure that this instruction is upheld;
- ensure that school supplied photography equipment is well maintained and looked after;
- regularly update the School's website and social media channels, as well as producing weekly newsletters to update parents and agents on course events;
- set a high standard of behaviour and dress appropriately for the role;
- ensure that any relevant COVID-19 guidance is adhered to and manage and report any breaches appropriately;
- be alert to any and all safeguarding issues and ensure all concerns, no matter how trivial they may seem, are reported to the appropriate staff in a timely manner.

Any other duty commensurate with the post and as the Director of Short Courses might reasonably expect.

### **Training Requirement – this list is not exhaustive, and the post holder may be required to undertake other training as required by the School**

<b>Training</b>	<b>When</b>
There is a compulsory three-day induction (paid). Irrespective of the weeks worked, attendance on these days is required.	Sunday 29 June Tuesday 1 July
Safeguarding (Child Protection)	During induction days
Prevent Training	Online training module
Health and Safety Essentials	Online training module
GDPR in Education	Online training module
Training with Line Managers	Induction days and in daily meetings

## Person Specification:

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Whilst there is no formal photography qualification required, the successful candidate will be asked to provide evidence of their ability, eg a portfolio.		
Minimum GCSE grade C in English Language	x	
A full, valid driving licence		x
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Previous (digital) marketing experience		x
Competent in use of website CMS and posting to various social media platforms	x	
<b>Skills and Personal attributes</b>	<b>Essential</b>	<b>Desirable</b>
Demonstrable ability to produce professional quality photographs	x	
Creativity and artistic flair	x	
Ability to edit and manipulate photos using image editing and retouching software	x	
Have the ability to work flexibly according to various schedules	x	
Excellent written communication skills	x	
Use of tact and discretion and ability to keep confidential any personal and sensitive information	x	
Energy, enthusiasm and commitment to the role	x	
Ability to work independently, use own initiative and prioritise workload	x	
Experience of working with young people		x
A knowledge and understanding of differing cultural values and issues		x
<b>Other duties required by all School staff</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to safeguarding and promoting the welfare of children and young people	x	
Always observe health and safety procedures and safe working practices	x	
Adhere to the Staff Code of Conduct as a representative of the School and comply with all School policies and procedures	x	
To comply with the requirements of the General Data Protection Regulation. It is the responsibility of all staff to protect data and to take all reasonable steps to ensure data are kept securely	x	
Undertake any other duties as required by the Director of Short Courses or your line manager, which are commensurate with the level of your post, to meet the changing needs and demands of the School	x	

## TERMS AND CONDITIONS

### ***Non-Smoking Policy:***

It is the policy of Sherborne School Group that all our workplaces are smoke free and all employees have a right to work in a smoke free environment. Smoking is prohibited in all areas of the School, both internal and external. This includes company vehicles. This policy applies to all employees, contractors and visitors. The use of e-cigarettes or similar is treated in the same way as real cigarettes and falls within this policy.

