



JOB DESCRIPTION

**Website and Digital Media Assistant / Graduate Intern
4 September 2018 – 5 July 2019
(Paid Graduate Internship)**

The closing date for applications is 16 May 2018

Job Title: Website and Digital Media Assistant / Graduate Intern
Reporting Line: Website, PR and Media Manager and in their absence the Assistant Head
Location: Hampton School

HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the very best achieved anywhere, while the very wide range of co-curricular activities on offer provides each boy with the opportunity to shine and the means to explore new interests. Nearly all our leavers go on to undergraduate courses at Russell Group or equivalent universities/medical schools. Around 25 Hamptonians gain places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between staff and pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that our pupils and staff enjoy the use of first-class facilities across all areas of School life. These include a state-of-the-art, all-weather 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Science, Technology, IT and Languages. In terms of future projects, we are looking forward next to the opening of our new Sixth Form Study Centre in Autumn Term 2018. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning as being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. Further information and a copy of the full ISI report can be found on the School website.

We hope you share our vision for an inspiring, modern and exciting education. Further information for prospective teaching staff can be found at: <https://hamptonschool.org.uk/teachingathampton>

The Role

We are seeking to appoint a 'top class' graduate to support the School's website and social media outlets. Working within a busy office you will also contribute to maintaining excellent communication links with our current, and prospective, pupil and parent body. The successful candidate will be IT savvy, enthusiastic, creative and self-motivated with excellent communication and interpersonal skills.

This post starts in September 2018 and is for 35 hours a week during term time plus some holiday, weekend and after school hours. It would suit a graduate who is looking for the opportunity to gain valuable experience in the field of journalism, digital communications, media and marketing.

The Department:

Job Responsibilities

The Website and Digital Media Assistant / Graduate Intern will assist and report to the Website, PR and Media Manager.

Job responsibilities to include:

- Updating the Hampton School, The Hammond Theatre and Hampton Prep School websites: providing content (written and visual) and liaising with staff & relevant school bodies, to ensure the websites are current and accurate and all links are functional
- Images: assisting with photography and video for the websites and news coverage. Helping at photo-shoots, using image software (Photoshop & InDesign) to edit and enhance images and promotional material, and editing video footage for web and social media usage
- Social Media: ensuring the School's social-media platforms are kept up to date with fresh and engaging information
- News coverage: assembling stories and images for the news section of the website, news coverage in the press and for the termly magazine 'News from Hampton'. When necessary, accompanying trips off-site to cover important events.

Skills

- We are looking for a personable, self-motivated individual who can demonstrate excellent written and verbal communication skills. This person will be confident, present themselves well and have strong social skills, enabling them to deal politely and effectively with staff, pupils, parents and the general public.
- This individual will know what is required to fully understand and promote the aims and ethos of the School.
- Although IT skills are expected this is more of an editorial position than a technical role.
- The candidate will be keen to learn on the job, and be a creative team player who has interest in acquiring editorial and communication skills, and learning how to utilise the benefits of online and offline media.

Other

- To become a Fire Marshal trainer and First Aider. Training will be provided.
- Any other reasonable tasks required by the Headmaster and/or Deputy Head in association with the above role.

Personal Specification

- A smart appearance, friendly/polite demeanour and good communication skills
- Good attention to detail: an excellent, accurate and careful command of written English
- A high level of proficiency in the use of ICT, including Word
- Energy, commitment and enthusiasm directed towards the smooth running of the Website and Media office
- The ability to identify and complete work independently
- Excellent organisational skills and be flexible and adaptable in order to meet ever-changing needs and priorities
- The ability and willingness to learn new skills
- A willingness to assist and deal confidently with staff.

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview, please inform the School.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster

Training

Where necessary, to undergo on the job training or attend INSET outside the School to increase competence, proficiency and safety awareness.

HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

Salary

The salary will be based on the Hampton School Scale for Support Staff. The salary for this position will be £17,804 per annum (pro-rata). The Governors review salary Scales each year to ensure they remain competitive. Salaries are paid by bank transfer on the 25th of the month, or next working day thereafter, in 10 equal payments.

Hours and Holidays

This is a part-time position and working hours will be 8.45am - 4.45pm, Monday - Friday, term-time only plus 1 week (35 hours) holiday, weekend and after school hours over the term of the contract. Additional holiday work, if required, is to be discussed and agreed with the Website, PR and Media Manager and in their absence, the Bursar or Assistant Head.

The remuneration package includes pay for holidays which are to be taken during School holiday periods. Staff are required to be at School on INSET and Open Days.

Probation

The appointment is subject to the satisfactory completion of a twelve months' probationary employment after which it will be confirmed, or extended for a further period not exceeding six months.

Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	2 month
One year or more	3 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	2 month
One year or more	3 months
Eight years but less than twelve years	One week for each year of continuous employment
Twelve years or more	Twelve weeks

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

Non-contractual Benefits to staff

1. Pension

The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme for support staff. Further details are available from the Bursar.

2. Death-in-Service Benefit

In addition to any Pension Scheme benefits, the School currently has an insurance policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy. Staff are automatically covered by this insurance policy.

3. Health Care Insurance

The School provides Health Care insurance for all members of staff earning above an annual threshold **only if they join at the start of their employment and subject to any terms and conditions and the School's eligibility requirements.** Further details may be obtained from the HR Department and Bursary. A Medicash healthcare cash plan is also offered. This is an opt-in insurance policy.

4. School Fee Reduction

Children of staff at Hampton School or Hampton Prep may, upon passing the entrance assessments, be eligible at the discretion of the Governors for fee remission on the basic tuition fees. Currently, the School also has an agreement with our neighbouring girls' school, Lady Eleanor Holles School, for a reduction in tuition fees. (Subject to the School's eligibility requirements).

5. Cycle to work scheme

The School allows staff with an employment contract for 12 months or more to purchase a cycle through the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.

6. Personal Accident Insurance

Staff are covered for partial or permanent disability resulting from an accident, whether at School or elsewhere. Further details are available from the Bursary.

7. Drinks and snacks

Staff are provided with tea/coffee and light snacks at no charge.

8. School Lunch

A School Lunch is provided for staff at no charge. Members of staff at the senior school have access to a private staff dining room.

9. Sports Travel to School on Saturdays

Staff running teams may claim expenses for travel to/from School for Sports matches.

10. Use of private vehicle

Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or Headmaster, staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for mileage.

11. Blood Pressure

The School Nurse can check your blood pressure. She is not, however, able to give staff medical advice and staff must rely on their own medical adviser.

12. Counselling

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling is required then a charge may be incurred.

13. Sports Therapy

The School has a member of staff specialising in Sports Therapy, who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be incurred.

14. Multi-Gym

The School multi-gym is available for use by staff. Induction is required and conditions apply. The school accepts no liability for use by staff. Staff also have access to the swimming pool at Lady Eleanor Holles School.

15. Sporting Facilities

Use of School sporting facilities is available, subject to availability. Any such use must be agreed in advance with the Bursar or Deputy Bursar, who will consult with the relevant Sport & PE Department staff. Use for events such as private parties may be available, but will be treated and charged as a formal letting.

16. Parking

Staff parking on site is currently permitted, subject to availability of an approved parking space. All members of staff who wish to park on site must obtain a permit from the Bursary.

The above non-contractual benefits are currently available to staff. They are provided at the discretion of the Governors, who reserve the right to withdraw them without notice.

Further details of the School are available on the website.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

April 2018