



APPOINTMENT OF

**VIDEOGRAPHER &  
MEDIA CONTENT  
ASSISTANT**

Full Time - To Start ASAP or September 2024





# 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 over 460 years.**

We are a lively, friendly and caring School community, in which 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. Hamptonians are expected to aspire to personal best while supporting those around them with kindness and respect.

The School's examination results and university entrance record consistently rank among the best achieved anywhere. Nearly all Hampton leavers go on to undergraduate courses at Russell Group or equivalent universities. Around 20 Hamptonians are offered places at Oxford and Cambridge annually and a good number move on to global top-10 universities; we also support pupils who wish to study at US and Canadian universities, some of whom achieve academic and/or 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 Hampton staff and their 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 pupils and staff benefit from first-class facilities across all areas of School life.

These include a state-of-the-art 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Music, Science, Technology, IT and Languages and our recently opened Sixth Form Study and Careers Centre. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoy a prime location on the nearby River Thames and provides the focal point for our renowned Boat Club.

The School was judged to be excellent (the highest possible recognition) across all categories by the Independent Schools Inspectorate (ISI) in May 2023. Inspectors found that Hamptonians' achievements are exceptional across academic and co-curricular areas of School life and concluded that 'outstanding analytical and thinking skills' lead to academic achievements 'far and above national and worldwide averages'. The ISI team also highlighted Hamptonians' excellent personal development and concluded that 'Pupils are open-minded and tolerant and have a clear sense of justice, successfully fulfilling the school's aims for them to make sense of the world, to want to make a difference for good, and to aspire to personal best while supporting those around them with kindness and respect'. A copy of the full ISI report can found on the School website and a summary booklet of the inspection team's key findings is linked [here](#).



# VIDEOGRAPHER & MEDIA CONTENT ASSISTANT

**We're seeking to appoint a 'top class' experienced multimedia graduate to support the School's Media and Communications team.**

This is an exciting opportunity to join Hampton's busy, dynamic and high-performing Media Office. The role will ideally suit someone who has completed a Media, Film, Marketing or Communications related degree. You will be working alongside and supported by internal and external media industry professionals. Facing a range of different challenges, you will be a team player, able to think on your feet and happy to take on tasks that range from the everyday to the highly creative. The successful candidate must have strong videography, editing, social media and design skills and be creative and self-motivated with excellent interpersonal qualities.

This is not a 9-5 office position – for example, one day you will be covering a Music event on social platforms, the next you will be away filming in the New Forest, followed by covering a pupil-action event at The Houses of Parliament. As with all media jobs, you will need to be able to multi-task, work to tight deadlines and understand that flexibility is key. You will be required to work a number of weekend and after school hours dependent on the School's calendar of events and be happy to accompany School residential trips requiring overnight stays. Therefore, a high level of flexibility, commitment and dedication is required to be successful in the role.

This post can be for an immediate start, or from September 2024.

Candidates are welcome to apply on either a full-time basis, or term-time plus approximately 6 weeks.

The School offers an attractive benefits package including private medical, generous holiday allowance, free lunch, free on-site parking, cycle to work scheme and sports & fitness facilities.

There is also a very strong commitment at Hampton to supporting the continuing professional development of colleagues.



## KEY RESPONSIBILITIES

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**The successful candidate will have responsibility for the following:**

The Videographer & Digital Content Assistant will assist and report to the Head of Media & Communications. Job responsibilities will include:

- Videography: using top-level filming and editing equipment, the office provides daily content for the Hampton YouTube channel, social media, and internal and external communication and marketing purposes - you will need to have filming, audio recording, and editing skills and be proficient in using Adobe editing software
- Photography: assisting with photography for the websites, publications, and social media accounts. Using image software (Photoshop & InDesign) to create, edit and enhance all forms of promotional material
- Social Media: helping to update Hampton School's social-media platforms and keep content innovative and fresh
- Graphic Content: designing and creating simple posters, social media tiles and web assets using a relevant platform such as Photoshop, InDesign or Illustrator
- News coverage: helping to assemble content for the news section of the website and News from Hampton. When necessary, accompanying trips off-site to cover important events
- Helping to update the Hampton School, The Hammond Theatre and Hampton Prep School websites
- Carrying out necessary administration, data management and production runner tasks
- Analytics: monitoring of the Hampton websites and social media feeds.

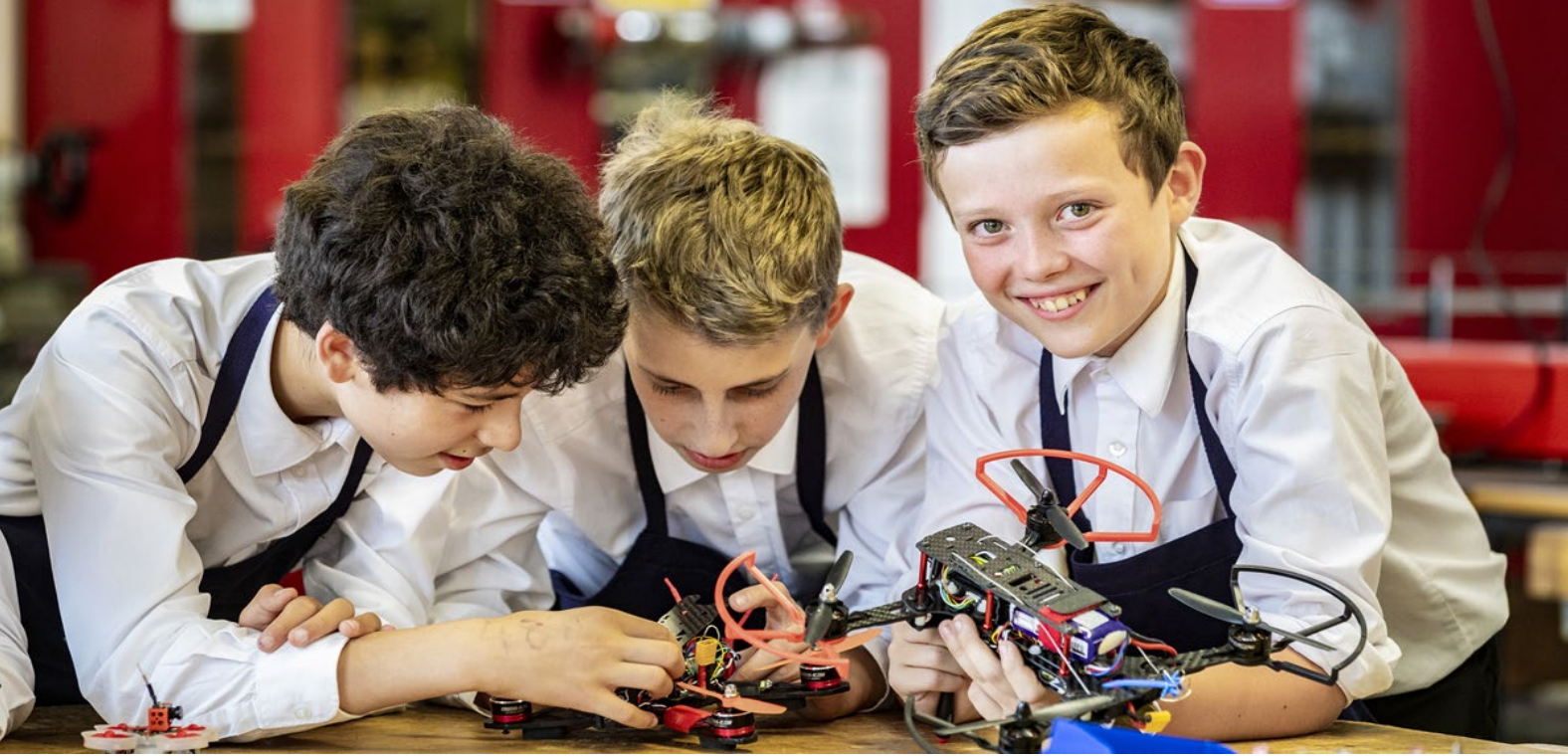


# PERSON SPECIFICATION

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**The successful candidate will have the following experience, skills and personal attributes:**

- A commitment to the Safeguarding and wellbeing of pupils
- Excellent attention to detail: an excellent, accurate command of written English is essential. We are looking for a personable, self-motivated individual who can demonstrate superb all-round communication skills.
- Videography and video editing skills - proficiency in Adobe Premiere Pro and After Effects essential
- Photography, and image editing skills proficiency in Photoshop, is essential
- Graphic Design 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
- A high level of proficiency in the use of ICT including Microsoft Office & Social Media platforms
- Energy, commitment and enthusiasm directed towards the smooth running of the 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 candidate will be keen to learn on the job, be versatile and a creative team player
- A smart appearance, friendly/polite demeanour
- Ability to drive
- The ability and willingness to learn new skills
- Excellent career development and training opportunities.



## OTHER

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- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.

*Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a “flavour” of the position and responsibilities and is not necessarily comprehensive, however, the employee may be called on to perform other tasks as directed by the Headmaster or anyone acting on their behalf.*

## TRAINING

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- Where necessary, to undergo on the job training under the general direction of the Head of Department to increase competence, proficiency and safety awareness.
- To attend INSET training outside the school where appropriate to increase competence, proficiency and safety awareness.

## SALARY & HOURS

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The excellent salary will be based on the Hampton School Scale for Support Staff and be commensurate with experience.

Core working hours will be 8.45am - 4.45pm, Monday – Friday, however, the Media Team is extremely busy and often work to tight deadlines therefore a high level of flexibility, commitment and dedication is required. You will also be required to work a number of holiday, weekend and after school hours dependent on the School’s calendar of events. You should also be available to accompany a small number of School residential trips which will involve overnight stays when required.

Candidates are welcome to apply on a part-time, term-time basis (c.34 weeks per year plus approximately 6 weeks holiday work). Additional holiday work, if required, is to be discussed and agreed with the Head of Media & Communications, and in their absence, Bursar or Assistant Head. Holidays will only be permitted during Hampton School term time. Staff are required to be at School on Open Days.

The Hampton School Trust Governors currently offer the following non-contractual benefits to staff, subject to any terms and conditions and the School’s eligibility requirements: private medical insurance (PHC); death-in-service benefit insurance policy; a Medicash healthcare cash plan; Pension Scheme, personal accident insurance, School fee remission, cycle to work scheme, lunch, sports facilities and counselling.

*Please note that the above list is not exhaustive and non-contractual benefits are provided at the discretion of the Governors.*



## EQUAL OPPORTUNITIES

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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.

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

## SAFEGUARDING

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

This post involves working with children, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

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



For an informal discussion about the role and requirements, please contact Human Resources [recruitment@hamptonschool.org.uk](mailto:recruitment@hamptonschool.org.uk) or call **020 8979 5526**.

Further details about the post are available on the School website 'Work with Us' page.

Hampton School, Hanworth Road, Hampton, Middlesex, TW12 3HD

[www.hamptonschool.org.uk](http://www.hamptonschool.org.uk)