

# WHITGIFT

## SUMMER SCHOOL

### **Videographer/Content Creator** **Fixed Term Contract: 30 July – 17 August 2025**

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1550 pupils and over 100 boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

During the summer holidays Whitgift runs its own summer school for international students, utilising all its fantastic facilities and modern boarding house. Whitgift Summer School, with its innovative and exciting English language and academic courses, along with activities which involve English speaking students, is designed to appeal to girls and boys aged 11-17 from all over the world.

Our summer school will run from Sunday 6 July to Sunday 17 August 2025 with new staff induction days and the summer school set up on 3, 4 and 5 July 2025.

#### **OUTLINE OF POST**

We are seeking to appoint a Videographer/Content Creator, who will work closely with the Marketing Manager and year-round International Education Administrators. They will regularly liaise and offer general support to the Marketing Manager in the marketing and promotion of the summer school over the summer. In addition, the Videographer/Content Creator will provide administrative assistance where needed, in the run up to, and over, the summer school. The Videographer/Content Creator will work 6 days per week, including weekend and evening work. This is an ideal post for a videographer seeking to develop their portfolio.

#### **MAIN DUTIES AND RESPONSIBILITIES**

##### Content Creation

- Implement the content plan for the full 6-week summer programme
- Create, edit and produce a weekly summer school video, pre and post summer school material including promotional video
- Develop compelling content across all social media channels each day
- Conduct interviews and record audio for video projects
- Be proactive in identifying photo opportunities

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- Photograph students in classrooms and during activities
- Take photos portrait shots of international students for the internal photo board
- Take photos of Student Ambassadors for the internal photo board
- Capture footage of end of week graduation ceremony
- Attend excursions to capture content
- Make sure all content captured throughout summer is curated and organised appropriately
- Ensure all video projects are completed on time and meet required specifications

### International Marketing & Customer Liaison

- Assist the Marketing Manager with the weekly graduation presentation for each Friday's graduation ceremony
- Assist the Marketing Manager with the student surveys
- Update student photo boards on a weekly basis
- Curate and file photos for future marketing use

### Administrative Support

- Become competent in using the information management systems in place at the summer school
- Assist in setting up the student check in process before summer
- Maintain up to date class lists and class photo displays
- Produce weekly photo boards for international students and Student Ambassadors
- Support with staff induction days
- Assist with the maintenance of summer school paperwork and filing as required
- Complete general day-to-day administrative support for the summer school and leadership team as required

### **PERSONAL RESPONSIBILITIES**

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

### **PERFORMANCE STANDARDS**

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

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This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

### All Whitgift Summer School Staff must:

- Attend the induction training prior to the summer school start date – full details to be confirmed
- Commit to safeguarding and promoting the welfare of all course participants (students, staff, Student Hosts, group leaders and visitors) at all times
- Maintain the good reputation of Whitgift School and Whitgift Summer School
- Provide the best possible language learning, social and cultural experience for the students
- Provide a high-level of customer care to students and all those associated with them
- Act in a thoroughly professional manner, which includes:
  - working cooperatively with colleagues
  - following the guidelines in the summer school staff handbooks regarding the standards expected in your role and how to deliver them
  - providing full and proper planning and recording documents as required
  - complying with all legal and professional organisation requirements
  - presenting yourself well; being of smart appearance, appropriate to the role and using appropriate language

### PERSON SPECIFICATION

#### General

- Flexible and adaptable to changing circumstances and requirements
- Excellent communication and interpersonal skills (written and verbal)
- Excellent time management, logistical and organisation skills
- Hard working, energetic and able to work and remain calm under pressure
- Reliable, enthusiastic and able to work unsupervised
- Understands the needs of a thriving and busy school environment
- Good humoured with the desire and ability to achieve the highest standards
- Proactive and self-motivated with a 'can do' attitude
- Able to prioritise effectively
- Demonstrate an international outlook
- Ability to work individually and as part of a team
- Have excellent attention to detail

### QUALIFICATIONS/EXPERIENCE

#### Essential

- Experience in video creation and editing

Whitgift School, Haling Park, South Croydon CR2 6YT

[www.whitgift.co.uk](http://www.whitgift.co.uk)

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- Proficient in Adobe Premier Pro and/or other video editing software
- Strong knowledge of camera operation/knowledge of aspects of video production
- Skilled in video production software
- Familiarity with photography principles and techniques
- Excellent understanding of social media including Instagram, Facebook, Tik Tok
- Outstanding communication skills and excellent English
- Proven skills in logistics and project planning
- The ability and willingness to thrive in a very demanding and varied role

### Desirable

- Previous experience in professional content creation
- Previous experience of working at a summer school/international education environment
- Previous experience of video editing
- Full UK Driving Licence
- Ability to drive a school minibus (training provided)

### FURTHER INFORMATION

Summer school staff benefit from:

- Onsite parking
- All meals while on duty
- Accrued Holiday Pay – based on 33 days per annum (25 days plus 8 bank holidays) pro rata to weeks worked which equates to a rate of 14.5% subject to tax, NI and pension if applicable

### CONDITIONS OF SERVICE

The salary for this post will be £640 per 6-day week, plus holiday pay and includes all meals while on duty.

The Videographer/Content Creator will work 6 days per week. The hours of work and day off will vary, and you will be required to work weekends and evenings over summer.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit [www.whitgift.co.uk/vacancies](http://www.whitgift.co.uk/vacancies). For any queries, please telephone 020 8633 9924 or e-mail [summerschool@whitgift.co.uk](mailto:summerschool@whitgift.co.uk).

Applications will be reviewed on a daily basis and interviews may occur at any stage. The School reserves the right to appoint at any stage of the recruitment process. We invite interested candidates to apply as soon as possible.

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As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

***Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and online checks (including personal, professional and other online activities).***

October 2024