



# ST PETER'S

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## PREPARATORY SCHOOL

### **Digital Marketing and IT Support Officer Candidate Pack**

**Start Date: 29 August 2024**

**Application deadline: 18 July 2024**

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

St Peter's Preparatory School, Harefield, Lympstone, Devon EX8 5AU







St Peter's Preparatory School sits on a beautiful rural site in East Devon surrounded by fields and enjoying unrivalled views over farmland down to the River Exe. It is one of the most successful and forward-looking independent preparatory schools in the South West. We believe in developing young hearts and minds to become the leaders of tomorrow. Our school values are Opportunity, Community, Endeavour, Achievement, Nurture and Fun. Join our vibrant community and embark on a journey of excellence, growth, and discovery.



**ST PETER'S**  
PREPARATORY SCHOOL

### Overview of vacancy

We are seeking a creative, personable and flexible Digital Marketing and IT Support Officer to join our team. The successful candidate will support the Director of Admissions and Marketing with photography, video, social media, print media, design work and website to ensure the school's image and reputation are promoted and enhanced as well as assist with the smooth running of IT hardware and software for the School, working in partnership with an external IT Support organisation. We would love to hear from you if you have the right blend of skills and experience to thrive in this diverse and interesting role.

A job description can be found below.

### Salary and Benefits

**Position:** Full time, year-round

**Hours:** Monday to Friday 08:30 to 15:00

**Holiday entitlement:** Six weeks, to be taken during school holidays.

**Salary:** c.£19,000

**Probation period:** Six months

### Additional benefits

Lunch (during term time)

Pension scheme

Discount on school fees

Employee assistance programme

### Application process

Please [click here](#) to download an application form. Completed applications should be emailed to [recruitment@stpetersprepschool.co.uk](mailto:recruitment@stpetersprepschool.co.uk) or posted to Recruitment Team, St Peter's Preparatory School, Harefield, Lymstone EX8 5AU **by 18 July 2024**.

We encourage applications as soon as possible and the School reserves the right to appoint before the deadline for applications.

**Please note that applications will only be accepted on the School's own application form. We are unable to consider CVs.**

**Provisional interview date: 31 July 2024**

Shortlisted candidates will undergo an online check. The successful candidate will also be required to complete full child protection screening, including checks with past employers and the Disclosure and Barring Service.

Our 'Privacy Notice' and 'Recruitment, Selection, Disclosures and Induction Policy' are available to view on the [School's website](#).

*St Peter's Preparatory School is committed to safeguarding and promoting the welfare of children and young people.*

## Job Description



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PREPARATORY SCHOOL

**Role:** Digital Marketing and IT Support Officer

**Responsible to:** Director of Admissions and Marketing (c.20 hours per week) and Director of Operations and Compliance (c.10 hours per week)

### Primary purpose:

- To support the Director of Admissions and Marketing with photography, video, social media, print media, design work and website to ensure the school's image and reputation are promoted and enhanced.
- To assist with the smooth running of IT hardware and software for St Peter's Preparatory School, working in partnership with an external IT Support organisation.

### Key Accountabilities

#### Digital Marketing

- Undertake graphic design work, photo and video editing as required by the Director of Admissions and Marketing.
- Produce the annual school magazine, targeted at both current and prospective pupils and parents.
- Manage the school website to ensure it is up to date and is developed in the future.
- Identify methods to develop the school's image.
- Create and edit news stories for publication on the school website and other channels, including social media.
- Develop the school's electronic presence through social media.
- Create content using Canva, editing photos and videos as required.
- Arrange, set up and take photographs and videos of school events and edit for use on press releases, the school website and social media accounts.
- Design and produce printed promotional literature as requested by the Director of Admissions and Marketing, including the prospectus and leaflet.
- Compile news items with appropriate photographs, agreeing the range of items required with the Head and the Director of Admissions and Marketing.
- Produce the weekly newsletter for parents and staff.
- Support the team with the preparation of and running of events, some of which may take place in evenings or weekends including Open Day.
- Support the Office team with any administrative tasks required for the smooth running of the School.
- Assist in developing initiatives for the promotion of key school departments such as Music, Sport, Drama and Art.
- Assist the Director of Admissions and Marketing with purchases from the marketing budget and liaise with suppliers regarding products and invoices.
- Arrange photography and video for social media, newsletters and promotional publications and keep the photographic library up to date.
- Oversee the maintenance and development of school corporate identity guidelines.

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- Fulfil any other duties as reasonably requested by the Director of Admissions and Marketing.

#### IT Support

- Determine and rectify first level IT issues in a timely manner for on-site equipment including laptops, chromebooks, phones, printers and audio/visual equipment as reported through the ticketing system.
- Engage the expertise of the external IT Support organisation at the appropriate point if the first level fix is unsuccessful.
- Set-up and prepare ICT equipment around the school for events, presentations and productions, maintaining an awareness of the school calendar to be able to proactively test that everything is in order.
- Support staff with the use of ICT and assist with INSET training where appropriate.
- Install and maintain computer hardware, including for laptops, chromebooks, audio/visual equipment and peripherals.
- Contribute to the asset management system for IT equipment across the school.
- Maintain an awareness of and, over time, assist with, the expansion of the school network infrastructure including switches, cabling and wireless network equipment.
- Complete software installation, maintenance and upgrades in line with the School's development policy and as directed by the external IT support organisation.
- Report any detected breach of the school's ICT acceptable use policy to the Head and/or Designated Safeguarding Lead.
- Monitor the school's ICT equipment in relation to health and safety, reporting any breaches to the Director of Operations and Compliance.
- Fulfil any other duties as reasonably requested by the Director of Operations and Compliance.

#### **Essential Qualifications, Experience and Skills**

- Educated to degree level or equivalent.
- Experience in marketing, ideally within a school environment.
- Strong understanding of image and branding, with a track record of using social media effectively.
- Experience of photography and videography, including editing.
- Graphic design skills and experience of using Canva are highly desirable.
- Good general ICT knowledge and practical skills, with a desire to learn.
- Confident and calm in handling issues, using initiative and a logical approach to solving problems.
- Strong organisational skills, finishing tasks to a high standard and to deadlines under pressure with limited supervision.
- Resilience and flexibility to manage diverse and sometimes conflicting demands.
- Competent and thorough, with high personal standards and a good eye for detail.

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- Ability to communicate politely and effectively with staff, parents and pupils and to build good working relationships.
- Personable and professional with a calm and friendly approach.
- Confident and competent working alone as well as within and across teams, demonstrating loyalty and support to colleagues.
- Self-motivated with the confidence and ability to work unsupervised using own initiative.
- Strong customer focus and customer care skills.
- Positive and proactive approach; a problem solver not a problem maker.
- Enthusiasm and enjoyment towards the care of children.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the school.



## History of the School

St Peter's Preparatory School, located in Lymington, has a rich history spanning over a century. Founded in 1882, this prestigious preparatory school has played a significant role in the education and development of young students in the region.

### **Early Years (1880s-1930s):**

St Peter's Preparatory School was established in the late 19th century with the aim of providing a high-quality education for young boys in the Lymington and Lymington area. Before relocating to Lymington in 1949, the school's original site was on Rolle Road, Lymington. The school's founder, Rev. Alfred Wren, envisioned a nurturing environment that would prepare students for the challenges of future education and life. During these early years, the school was relatively small in size but quickly gained a reputation for its academic excellence and strong moral values.

### **Expansion and Growth (1940s-1970s):**

The school continued to flourish in the post-World War II era, expanding its facilities and curriculum. The 1950s and 1960s saw a significant increase in student enrolment, prompting the construction of additional classrooms, dormitories, and recreational areas. This period also witnessed the inclusion of a broader range of subjects and extracurricular activities, reflecting the changing needs of students and society.

### **Modernisation and Coeducation (1980s-2000s):**

As the school entered the latter part of the 20th century, it underwent a series of modernisation efforts. In the 1980s, St Peter's Preparatory School made a momentous decision to become a coeducational institution, welcoming female students for the first time. This change in policy reflected a growing awareness of the importance of providing equal educational opportunities to all students.

### **Academic Excellence and Community Involvement (2010s-present):**

In recent years, St. Peter's Preparatory School has continued to uphold its commitment to academic excellence while also emphasising community involvement and social responsibility. The school has adopted modern teaching methods and technology, remaining progressive and continuing to adapt in order to prepare students for their future. Various community service initiatives, environmental awareness programs, and extracurricular activities have been introduced to instil a well-rounded education.

Charlotte Johnston, the school's first female Head, joined the school in September 2016. Previously Deputy Head at Edge Grove in Hertfordshire, a large co-ed 3-13 prep school, and with a background in management consultancy, Charlotte's experience was perfectly placed to lead St Peter's. Charlotte sits on the Board of IAPS and has previously held the role of IAPS Vice Chair. Charlotte is passionate about a prep school education, where children have the chance to shine in all areas (Sport, Music, Art, Drama and Academics), as well as making the most of the school's 28 acres.

Today, St Peter's Preparatory School stands as a symbol of tradition and modernity, offering a holistic education to a diverse pupil body. The school is known for its unique and publicly recognised St Peter's School Baccalaureate®, and a curriculum that promotes academic achievement, personal development and a focus on learning beyond the classroom. Most pupils remain to 13 and go on to independent day and boarding schools in the South-West. A small number of leavers at the end of Year 6 go on mainly to the grammar schools at Colyton and Torquay.

Throughout its history, St Peter's Preparatory School has remained committed to its core values of academic excellence and personal growth. It continues to adapt to the changing educational landscape and the evolving needs of students.

*St Peter's Preparatory School is committed to safeguarding and promoting the welfare of children and young people.*



## Safeguarding information

St Peter's Preparatory School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers.

The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Head immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection concerns or allegations and if so the outcome of any enquiry or disciplinary procedure. Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual case.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.



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## Information for shortlisted candidates

The School will carry out an online search on all shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview. This forms part of the School's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

All candidates invited to interview must bring the following documents with them:

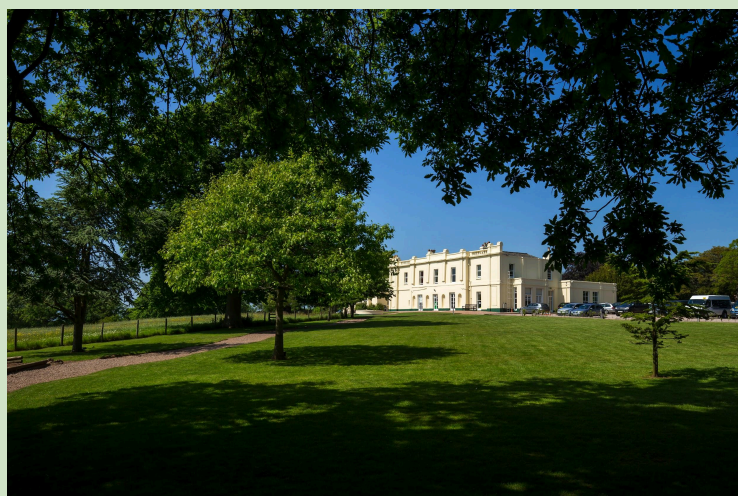
1. Valid passport
2. Photo driving licence (required, if you have one)
3. Birth certificate
4. Evidence of any name change since birth (e.g. marriage certificate, deed poll certificate)
5. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
6. Qualification certificates relevant to the role

**Please note that originals of the above are necessary. Photocopies or printouts from the internet are not sufficient.**

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

## Contact information

If you have any queries or would like further information, please do not hesitate to contact Claire Harris, Office Manager, on 01395 272148 or email [recruitment@stpetersprepschool.co.uk](mailto:recruitment@stpetersprepschool.co.uk).



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