



Appointment of
Videographer and Photographer
Part time, term time plus two weeks

Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming an Videographer and Photographer here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? You'll know, from our website, most of the key facts. We are an academic, co-educational through-school; our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18. We are situated in an inspiring leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players, and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12 has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. I can't pretend that we are not proud of our pupils' results; we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better. We're not the only people who think this; we loved Tatler's take on it in their Schools Guide this September: "'If you're looking for the epicentre of forward-thinking education, here it is'" they said, quoting a recent visitor to the school, 'the school is "dynamic, diverse and thinking in the future tense."'

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (you can see lots of evidence of all of this in our latest ISI report - do have a look at the highlights online).

Pretty much all of our pupils are involved in the co-curricular life of the school and in our partnership

and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I also very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck.

Yours faithfully,



Mrs Jane Lunnon
The Head



About The Role

Thank you for your interest in the role of Videographer and Photographer. The successful candidate will work alongside the Head of Marketing and Communications (Alleyn's School) and the Head of Marketing and Communications (Alleyn's School Group) to deliver photography and video production services that meet the school's marketing needs. This includes capturing high-quality video and photographic content of school events, activities, and everyday life, with a quick turnaround to support social media and other communication channels. The role plays a key part in showcasing the school's ethos and achievements to current and prospective families as well as promoting our commercial activities and facilities to local and corporate audiences.

Responsibilities of the Role:

- Carry out daily photography of informal and formal events, and of pupils and staff around the school, some of which by necessity will take place outside of normal office hours.
- Create and edit short films for online and social media use.
- Contribute to the development of podcasts or voiceover assets, in collaboration with the in-house AV Team and other colleagues.
- Capture video content throughout the year which can contribute actively towards promotional videos and or campaigns targeted at a variety of audiences from prospective parents to corporate audiences for commercial events space hire.
- Actively review the school calendar and engage with departments to seek opportunities to capture school life in action.
- Create storyboards to agreed briefs and ensure video shoots are filmed professionally.
- Support the AV Team where necessary in capturing long form videos of events and their professional editing.
- Work with students to ensure student voice is heard in all of our content, and actively help with training for students in photography and videography.
- Adhere to safeguarding and data protection policies when capturing and sharing images of pupils and staff.
- Be aware of and act within the school's Health & Safety Policy.
- In conjunction with all staff of the school, support, promote and act within the School's policies and practices about data protection.
- Promote the school's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- In conjunction with all staff of the school, support, promote and act within the school's Safeguarding Policy.
- Any additional duties, as directed by the Head of Marketing and Communications (Alleyn's School) which are within the reasonable capability and responsibility of the Videographer and Photographer.

Line Management

The Videographer and Photographer will be managed by the Head of Marketing and Communications (Alleyn's School). The role holder has free access to the Chief Operating Officer who is ultimately responsible for operational staff.

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Person Specification

We are looking for a creative and personable individual to join our marketing team. You'll play an active role in shaping and delivering our social media strategy, bringing fresh ideas and a strong understanding of how visual content supports marketing. The successful candidate will combine technical skills with creativity to showcase the school's ethos and achievements, while working collaboratively across departments.

Qualifications and Experience:

- Qualifications relevant to the role (photography, videography, web editing, or design) and/or equivalent practical experience.
- Experience working in an educational or similar environment is desirable.
- Comprehensive knowledge of filming and editing techniques, including the production of assets and effects using Final Cut pro and the Adobe Creative Suite.
- An editorial eye for detail and a talent for visual storytelling, with the ability to produce engaging marketing content quickly.
- Experience in live video streaming and live video production.

Skills:

- Understanding of best practices for distributing digital assets, including advertising and film.
- Strong knowledge of administrative ICT and specialist knowledge of design and editing software such as Final Cut pro, Adobe Creative Suite (including InDesign, Illustrator, Photoshop and Acrobat).
- Ability to create motion graphics is desirable.
- Awareness of social media trends and content strategies.
- Willingness to learn, innovate, and stay up to date with emerging tools and software.
- Ability to manage and prioritise multiple projects cost effectively to deliver engaging content on time and on budget.

Personal Attributes:

- Personable and welcoming, with a warm and professional manner in all interactions.
- Strong communication skills in spoken English, able to convey information clearly and confidently.
- Collaborative and flexible team player, willing to support colleagues and adapt to changing priorities.
- Positive, proactive attitude, especially during busy and time-sensitive periods.
- Ability to follow instructions and work to tight deadlines across multiple projects in a fast-paced environment.
- Strong attention to detail, including identifying and correcting issues in your own work (e.g., accuracy of written data).
- Creative eye with a strong sense of layout and information design.
- Willingness to work flexibly, including occasional evenings or weekends, to support key school events such as Open Days and Founders Day.
- Commitment to safeguarding and promoting the welfare of children and young people.



Working at Alleyn's

Terms and Conditions

The role is part time, term time (34.5 weeks) plus 10 additional days, working 24 hours per week on a flexible schedule to meet the needs of the school. Due to the nature of the position, flexibility is essential, including occasional work outside normal office hours such as evenings, mornings, and weekends. The successful candidate will also be required to work a full day on Founder's Day (one Saturday per year in late June or early July).

The salary will be £15,057 to £17,556 per annum, depending on skills and experience (based on a full-time equivalent salary of £30,000 to £35,000), paid in monthly instalments.

The school provides additional benefits to its staff, including income protection insurance, an employee assistance programme, lunches and other refreshments, the use of school facilities including the swimming pool and gym, access to the library, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School Senior Schools, though the terms and conditions are different, and it is a taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 8% employer contributions.

On completion of the required recruitment checks, the post would be available to the successful candidate with immediate effect or at the completion of their due term of notice.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors. We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being. We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development. In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to. Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

Further information about how to apply can be found on our website, www.alleyns.org.uk/jobs.

As part of your application, please include a link to your portfolio showcasing your photography and/or videography work.

The deadline for applications is **midnight on Monday 10 November 2025**.

If you have any questions, you are very welcome to contact the HR Department, by email at Jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the school on **Thursday 20 November**. This will consist of interviews with relevant colleagues including the Chief Operating Officer, the Head of Marketing and Communications (Alleyn's School) and the Head of Marketing and Communications (Alleyn's School Group). There will also be an opportunity to meet with other relevant staff.

Safeguarding Checks

The 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 must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

