



King Edward's

WITLEY



Barrow Hills

SCHOOL

Appointment of a
Creative Associate



Contents

- 03 Executive summary
- 04 King Edward's - yesterday, today, tomorrow
- 06 Academic life and life beyond the classroom
- 07 Pastoral care and boarding
- 08 Barrow Hills - Our present and future
- 09 Leadership, management and governance
- 10 Role description
- 11 Person specification
- 12 Terms of appointment and how to apply





Executive summary

This is an exceptional opportunity for a new Creative Associate to support Bridewell based in a beautiful part of rural Surrey.

We are looking to appoint a talented Creative Associate to join our dynamic marketing team to help shape visual storytelling that engages, informs, persuades and inspires. The ideal candidate will have in depth knowledge of current design software and be skilled in understanding the design lifecycle, from concept creation through to final completion and analysis. You must be a natural problem solver and able to apply a structured, client-centric approach, building relationships to understand key themes, concepts and ideas and adding value through creating powerful, on-brand visual representations, in both print and digital media.

Supported by experienced marketing and communications colleagues and collaborating with stakeholders across the Schools of the Bridewell Royal Hospital, you should be able to take written or spoken ideas and convert them into design solutions that cut through. The successful candidate will have a thorough understanding of branding and a good awareness of connected marketing practices: adopting a layered marketing channel approach to maximise reach and impact, and optimising budget allocation. You must be adaptable and able to find the right style and approach for every project – sometimes working within and enhancing established design frameworks, sometimes leaping outside of the box.



King Edward's – yesterday, today, tomorrow

As one of the longest-standing co-educational schools in the country and one of only two remaining Royal Hospitals from Tudor times, King Edward's Witley has a rich history of providing an education which is holistic, inclusive and progressive.

YESTERDAY

Nicholas Ridley, Bishop of London, convinced the boy King Edward VI to grant his palace at Bridewell on the banks of the Thames to the Lord Mayor of London, so creating the parent foundation – Bridewell Royal Hospital – as a place for the training and education of poor children in 1553. In 1860, the new charity scheme for Bridewell Royal Hospital was created and the House of Occupations was renamed King Edward's School admitting boys and girls from aged 10.

The pupils from King Edward's Boys' School moved to its current site in Witley in 1867 and the School now occupies around 100 acres of stunning Surrey countryside. The School marked the 150th anniversary of the Witley school on its current site in 2017 and will celebrate its 475th year in 2028.

TODAY AND TOMORROW

We are steadfastly proud of our heritage and longstanding engagement with the City of London through Bridewell. King Edward's Witley, Barrow Hills School and Longacre School are the operational arms of Bridewell Royal Hospital, a charitable foundation from which both schools inherit a culture with diversity, generosity, opportunity and social

responsibility at its heart, combining a global outlook with a sense of local belonging. More concretely, a significant endowment from Bridewell allows us to provide boarding places to pupils with a clear boarding need – our Foundationers.

King Edward's holds true to its Founders' mission to offer a foundation for life to young people from a range of backgrounds. At King Edward's this means an exciting and challenging curriculum, a broad range of sporting, artistic, social and cultural opportunities and an environment which is specifically created to inculcate the values of independent learning, responsibility for others and the enjoyment of challenge.

Pupil experience is at the heart of what we do. The School has over 420 pupils, many of whom are day pupils from primary and Prep Schools. Boarding is a core pillar of the King Edward's community, with around 100 boarders accommodated in Houses including an Upper Sixth pre-university House.

All pupils, day and boarder belong to a House and are cared for by their Housemaster/ Housemistress and their team.



King Edward's – yesterday, today, tomorrow *continued*

Around 38% of pupils live abroad, in over 30 different countries and there is a growing cohort of local day pupils. The Sixth Form generally numbers more than 100 pupils, most of whom go on to study at Russell Group, Oxford and Cambridge, and leading European or US-based universities.

Our heritage continues to be highly valued and close links with the City of London remain through the Court of Bridewell (Board of Governors). The Lord Mayor attends Admissions Day and the School's annual Foundation Day Service at St. Bride's Church. Pupils participate in a range of events and activities associated with the City of London, perpetuating the School's links with its historic roots.

The School has a long tradition of philanthropy and addressing disadvantage and vulnerability. King Edward's offers welfare bursaries through Bridewell Royal Hospital, livery companies

and other charities, for young people who are less advantaged and who have a particular need for a boarding education. Over 50 pupils are supported by Bridewell Royal Hospital and other charities with financial contributions equal to annual boarding fees to attend the School. King Edward's is proud of its ongoing work transforming the lives of disadvantaged young people through providing a safe, fulfilling and purposeful educational environment.

The Head is a member of HMC.

Further details of the School are to be found in the Independent Schools' Yearbook, or on our website www.kesw.org.





Academic life and life beyond the classroom

ACADEMIC LIFE

King Edward's offers a broad, balanced curriculum, where excellent teaching is provided in a supportive and stimulating environment, enabling pupils to equip themselves with the skills and characteristics needed to succeed in today's ever-changing and dynamically global society.

The School follows the National Curriculum but learning goes well beyond this, enabling pupils to think critically, study broadly but also in depth, and pursue interests in the creative and active sides of life, devoting attention to the wider community. Therefore, the School has two exam pathways at Sixth Form: A-Levels and BTECs to allow pupils to pursue different routes through the post-16 curriculum.

The School is developing its academic profile further and sees this as its highest priority. Whichever pathway they take, all pupils are encouraged to be independent thinkers, develop a love of learning and be open-minded and principled. A current priority is deepening pupils' independence and self-regulation, thereby increasing value-added and scholarly ambition while retaining our balanced, holistic environment.

LIFE BEYOND THE CLASSROOM

The 100-acre site at King Edward's and excellent facilities ensure that the School can provide co-curricular and enrichment opportunities that are extensive and wide-ranging.

Competitive sport has advanced markedly in recent years, with notable success in girls' hockey and girls' cricket; cricket now sits alongside football as a flagship sport. Music is a parallel strength, with extensive performance opportunities and tailored support for exceptionally talented pupils.

There is significant ongoing investment into the School's facilities. Recent projects include the opening of a purpose built house for the Upper Sixth (Year 13), refurbishment of Science Laboratories, and DT workshops.

Our pupils and staff take advantage of our transport links, including a train station 5 minutes from our School with direct access to London Waterloo, Guildford and Portsmouth.



Pastoral care and boarding

“Pupils of all ages demonstrate outstanding levels of respect for diversity and other cultures. ... [they] contribute enthusiastically to boarding and the community. ... [and] have a highly developed sense of moral understanding.” ISI 2022

King Edward's has a uniquely diverse pupil body – culturally, socially and economically – and this forms a key part of its identity and ethos. Pupils benefit hugely from the outstanding care and support that the School provides which is inclusive and outward-looking.

Unique paired Houses share common rooms, kitchens, television and music rooms allowing girls and boys to mix naturally. This arrangement is particularly valued by parents and characterises the School's belief in engendering equality in the community.

Housemasters/ Housemistresses lead each House, ensuring pupils are treated as individuals and encouraged to pursue their passions.

The School offers weekly boarding and flexi boarding which is particularly popular with parents from London who wish their children to benefit from the countryside and a boarding environment but retain some flexibility.

King Edward's is now a majority-day community alongside a vibrant boarding offer. We are actively developing the experience and reach of boarding-domestically and internationally-while retaining flexibility valued by day families with the ambition of growing boarding numbers and experience.



BHS Our Present and Future

Our School's position within Bridewell Royal Hospital offers families the possibility of continued education from nursery to university, and on a practical basis, allows children at Barrow Hills to access facilities beyond the reach of most stand-alone Preparatory Schools.

Barrow Hills is a lively, warm and aspirational school. Our idyllic woodland setting and a broad range of academic, co-curricular and social opportunities affords every child space to play, explore, feel connected and grow.

Children flourish here – academically, socially and emotionally. We balance rigorous academic learning through a broad and deep curriculum with a truly supportive system of pastoral care. When pupils leave us, they step into their chosen senior schools with strong academic results and often scholarships – but most importantly, with the joy of learning firmly in place.

Every child is known and understood as an individual. The Barrow Hills culture embodies curiosity, compassion, and confidence, and our teachers believe in the considered development of critical thinking skills informed by emotional intelligence. We enable progress through solid knowledge of literature, the sciences, and the world around them.

"Barrow Hills has the environment, learning culture and pastoral care balanced perfectly to nurture success" and "teachers aim for a warm and pastorally supportive ethos, instilling kind, caring values and ensuring that 'no one slips through the net'" (Good Schools Guide, 2025).

The School's nurturing, progressive environment encourages children to thrive through a broad curriculum in which academic work plays a major role alongside music, art and drama and an outstanding range of sports. Over 50 clubs are offered in our wide-ranging co-curricular programme - with options ranging from robotics and Lego, to crochet and mountain biking.

Boys and girls leave Barrow Hills, usually at 13, to join the finest independent schools, including King Edward's Witley where families benefit from Bridewell's Assured Place scheme. In 2025, the School once again celebrated a 100% pass rate in Common Entrance exams, with 57% gaining A*/A grades - over fifty percent of the children gained scholarships to senior schools.

The School includes a Nursery and Pre-Preparatory School providing children with the same special, caring and nurturing environment that is unique to Barrow Hills. This ensures a consistent, stable and secure learning environment as the child progresses through the School, and the House to which they belong at Barrow Hills. 100% of our pupils achieve "Good" development in EYFS.



Leadership, management and governance

The School's Governing Body is known as The Court of Bridewell, reflecting the historic foundation of the School as Bridewell Royal Hospital in 1553. The Chairman of Governors is known as the Treasurer. The Court comprises up to 30 members, all of whom are unpaid volunteers, and includes Aldermen and members of the Common Council of the City of London, and several Governors co-opted for their expertise in education, finance and other relevant areas.

The Strategic Management Team is responsible for overseeing the school's strategic direction and comprises:

- Mrs J Wright, Head and Principal of Bridewell (Chair of SMT)
- Mr S Cooke, Senior Deputy Head
- Mr M Harrison, Deputy Head Co-Curriculum
- Mr A Kirk-Burgess, Deputy Head Academic
- Dr A N Lennard, Director of Studies and ICT
- Mr D Rogers, Chief Finance and Operations Officer
- Mr Z Siva, Director of Safeguarding & DSL

The Senior Leadership Team, also chaired by the Head, oversees important operational matters and includes all members of SMT, plus:

- Mr J Andrade, Head of Lower School
- Mr T Campbell, Head of Middle School
- Mr J Downs, Head of Digital Innovation
- Mrs L Edwards, SENDCO
- Mr N Emsley, Senior Housemaster
- Mr S Fitch, Head of Marketing, Admissions & Communications

Barrow Hills School

- Mr J Towers (MBE), Head and Vice Principal of Bridewell



Role description

OBJECTIVES

- Collaborate on a wide range of projects and media, using various software programmes to visualise and develop innovative graphic designs that meet our overarching goals and support our vision, aims and objectives. Projects will have both internal and external focusses.
- Media will include but is not limited to: Small and large-scale event collateral, presentations, newsletter, printed media including prospectuses, posters, brochures, banners and digital design for social media channels (with responsibility for maintaining a content calendar and posting according), promotional screens, websites, newsletters, merchandise and email campaigns
- To ensure that all design meets current high standards and brand expectations, expressing ideas accurately, appropriately and consistently
- Work independently as well as in close cooperation with colleagues to meet deadlines, stay within budget, and schedule project implementation based on workload, which may include five or more simultaneous projects. You will need to work efficiently, effectively and at pace
- Examine existing processes and identify solutions to improve design capabilities
- Update and maintain internal asset databases for designs, brand assets, photography, and video

MAIN DUTIES AND RESPONSIBILITIES

- Creative idea generation in collaboration with the wider team: brainstorm, and develop ideas on a wide range of projects and materials that may include web pages, online advertising, video production, presentations, animation, signage (digital and traditional), internal communications, newsletters, and marketing materials
- Work closely with marketing and communications colleagues to translate strategic direction provided by School leadership into high-quality design within an established brand identity
- Network and grow relationship with internal stakeholders to gather stories, ideas, testimonials and updates to help generate concepts to support key initiatives and activities
- Develop concepts and execute original content by determining the ideal usage of colour, text, font style, imagery, and layout
- Use trend intelligence and knowledge of historical and current markets and competitive activity when designing and executing specific classifications
- Researching new trends and innovations to add ongoing value to the marketing mix
- Apply analytical skill to measure impact and outcomes of initiatives and optimise onward approach
- Liaise with printers, specialist agencies and other external providers as required



Person specification

ATTRIBUTES

- Genuine passion for creativity with a flair for storytelling
- Personal charisma: a bright and positive disposition and strong emotional intelligence: warmth humour, integrity, self-awareness, empathy and kindness
- Value oriented – a desire to do more and different in pursuit of excellence and always seeking improvement
- Proactive, organised and solution oriented
- Highly collegial working style and an honest and transparent communicator
- Approachable style and easy conversationalist
- An adaptable mind set and pragmatic approach
- Cool and calm under the pressure of deadlines
- Confident and self-motivated

SKILLS AND KNOWLEDGE

- Educated to degree level or equivalent, or relative equivalent experience
- Two to three years' experience in a professional design role – client side or creative agency
- Exceptional creativity and innovative design skills and able to share an impressive portfolio of work
- High levels of proficiency with design software: Adobe Create Suite - including Illustrator, InDesign, Photoshop, a variety photo and video editing software, WYSIWYG web packages including WordPress, knowledge of content management systems
- Ability and desire to design for a broad range of media (small and large-scale event collateral, presentations, newsletter, printed media including prospectuses, posters, brochures, banners and digital design for social media channels, promotional screens, websites, newsletters, merchandise and email campaigns)
- Excellent interpersonal, communication and presentation skills
- Organisational, project management and time-management skills for meeting deadlines in a fast-paced environment
- Excellent IT and Social Media skills (including social media analytics, tools and techniques)
- Strong written skills a must – strong copywriting skills a huge bonus
- Proficiency in web analytics and reporting
- Desire to continue building your personal skill set
- SEO and PPC knowledge is desirable



Terms of appointment and how to apply

The role of Creative Associate will attract a competitive salary in line with experience and benefits.

Candidates should submit a fully completed Application Form and a covering letter which addresses the competencies outlined as key responsibilities and in the person specification. Candidates may submit a CV in addition.

King Edward's Witley and Barrow Hills School are committed to safeguarding and promoting the welfare of children and young people and the Court expects all staff and volunteers to share this commitment. The successful candidate must be willing to undergo child protection screening appropriate to the post.

Please refer to our websites or ask HR for our child protection and rehabilitation of offenders' policy. Shortlisted candidates will be reviewed on social media/on-line platforms. We particularly welcome applications from under-represented groups.





Bridewell Royal Hospital

King Edward's Witley and Barrow Hills School are partner schools of Bridewell Royal Hospital.

King Edward's

W I T L E Y

Godalming, Surrey GU8 5SG

+44 (0)1428 686700 • www.kesw.org

Barrow Hills

S C H O O L

Witley, Surrey GU8 5NY

+44 (0)1428 683639 • www.barrowhills.org