



APPOINTMENT OF A  
**MEDIA AND**  
COMMUNICATIONS  
OFFICER

FROM SEPTEMBER 2025

FULL TIME TERM TIME (ONE YEAR FIXED TERM)







# HAMPTON PRE-PREP & PREP SCHOOL

**At Hampton Pre-Prep & Prep School, we are proud to provide a truly nurturing and vibrant environment where every child is celebrated as an individual. Teaching girls aged 3-7 and boys aged 3-11, life and work at our School goes beyond academics, focusing equally on developing exceptional teaching and providing heartfelt pastoral care. Our aim is to ensure that each child feels valued, supported, and inspired to grow in confidence, curiosity, and character during these vital early years of their education.**

Hampton Pre-Prep & Prep School is a successful over-subscribed academically selective independent day school set across two sites. The Pre-Prep is located in charming Edwardian buildings on Wensleydale Road, while the Prep, a state-of-the-art facility opened in 2016, is located on Gloucester Road.

We value effort as much as achievement; we work hard to promote and sustain the conditions where both can be celebrated. We rely on each other. We welcome pupils of all cultures and backgrounds. We nurture an inclusive and highly diverse community where safety, respect and trust are paramount and we want our pupils to transfer happily and successfully to their next school.

We share in both our triumphs and defeats and know how important it is to embrace both as learning opportunities. This enables our pupils to make sense of the world and know how to have a positive impact upon it.

As an independent school, it is within our gift to teach a bespoke curriculum which we have therefore designed to inspire very bright young minds. As a school reflective of its practice, we work hard to ensure we always make the most of this gift. Above all, we want our pupils to have a tremendously enjoyable day at school, every day, certain of the progress they know they have made however large or small by the end of it. The days pass swiftly here and, naturally, include a huge amount of fun!





# MEDIA AND COMMUNICATIONS OFFICER

**This is a great role for an experienced content-creator keen to promote the vibrancy of life at Hampton Pre-Prep & Prep.**

We are looking to recruit a dynamic and skilled media, marketing and communications expert, who can work both as part of a team and independently.

The Media & Communications Officer will be responsible for promoting Hampton Pre-Prep & Prep School to prospective and internal audiences. Supporting the Trust's marketing and communication's strategy, they will create engaging, on-brand content that reflects the values, achievements, and daily life of the School, and enhance its reputation for all-round and academic excellence.

The successful candidate will have a multi-media skill set. A proven content-creator with excellent written skills, who can tailor content to update a range of school platforms – from weekly bulletins to the termly magazine and organic and paid social media campaigns. Proven experience in photography and video is required. The post will also involve overseeing photo permissions and keeping the School website updated with fresh content.

You will support Prep School and Senior School staff on required marketing, admissions and communications related matters.

## **Salary**

This is a term time only position and the salary will be prorated accordingly and remunerated to reflect relevant skills and experience.

You will be paid over 12 months in equal monthly instalments, in arrears. Payment will be made on the 25<sup>th</sup> of the month or the next working day thereafter by credit transfer into a bank, building society or other account of your choice.

## **Hours**

This is a one-year fixed term contract.

Full time, Term time only with working hours of Monday to Friday 8.30am – 4.30pm plus occasional evening work and some Saturdays throughout the year to support the School's open mornings and admissions processes

The salary will be based on the Hampton School Trust Scale for Support Staff and will be pro-rated and commensurate with experience.



## KEY RESPONSIBILITIES

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**Other duties may be added to or removed from this job description, depending upon the qualifications, expertise and experience of the successful candidate. The list of duties below goes some way towards describing the role of the Media and Communications Officer, but is by no means exhaustive**

- Promote and market the School across a range of media platforms, ensuring a positive and professional image that reflects the School's ethos and values
- Regularly produce and edit high-quality photographic, video, and written content to capture the vibrant day-to-day life and special events at Hampton Pre-Prep & Prep
- Work with relevant staff to source and compile the weekly bulletin, maintaining high standards of clarity, accuracy, and engagement
- Coordinate and contribute to the production of the termly magazine, ROAR, collaborating with staff to gather and format content
- Manage and maintain the School's social media accounts, regularly posting engaging and targeted content that resonates with key audiences
- Plan and implement targeted paid social media campaigns to support admissions and marketing objectives
- Monitor and update the School's website content, ensuring information is fresh, accurate, and aligned with the school brand, in liaison with the Senior School Media Team
- Support the Admissions team where needed
- Support the Prep Headmaster and his team at the Prep, where needed
- Support the Senior School Media Office where needed
- Although the role is based at Hampton Senior School, the post-holder will spend a significant portion of each week at Hampton Pre-Prep & Prep.





# PERSON SPECIFICATION

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

## Skills, Experience & Qualifications

- Degree or equivalent qualification in Media, Communications, Marketing, Journalism, or a related field.
- Proven ability to write engaging and accurate copy with excellent attention to grammar, detail, and audience.
- Demonstrable experience creating and editing a variety of media content including photography, videography, and graphic design.
- Strong understanding of major social media platforms, particularly **Instagram**, and how to optimise content for different audiences.
- Proficient in content creation tools such as Canva, Adobe Creative Suite, or equivalent.
- Highly organised, with the ability to manage multiple deadlines and competing priorities effectively.
- Strong interpersonal and communication skills.
- An interest in working in an educational setting and engaging with children.
- Excellent **organisational skills** and the ability to adapt quickly to changing priorities.
- Professional appearance and friendly, polite demeanour in all communications and in-person interactions.
- Willingness to learn and develop professionally, with excellent training and career development opportunities provided.
- A **full UK driving licence** is useful
- Awareness of the importance of data security and confidentiality, treating all information received in an appropriate manner and at all times demonstrating discretion and complying with the provisions of data protection law and the School's own privacy policies

## Other Requirements

## Person Specification

- A warm and approachable 'people-person' who works well in a team but is also **self-motivated** and confident working independently.
- A keen eye for **detail and accuracy** in all forms of communication.
- **Caring, patient, and confident** around young children, with an understanding of how to communicate within a school context.

- A commitment to the paramount importance of the safeguarding and wellbeing of pupils
- A positive attitude towards personal professional development
- Commitment to involvement in wider school life
- Able to be flexible with working hours should the need arise.



## 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 Prep Headmaster and/or Deputy 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 Pre-Prep to increase competence, proficiency and safety awareness.
- To attend INSET training outside the school where appropriate to increase competence, proficiency and safety awareness.

## HOURS AND SALARY

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### Salary

This is a one-year fixed term contract.

This is a full time, term time only position with normal hours being 8.30am – 4.30pm plus occasional evening work and some Saturdays throughout the year. The salary will be pro-rated accordingly and remunerated to reflect relevant skills and experience.

You will be paid over 12 months in equal monthly instalments, in arrears. Payment will be made on the 25<sup>th</sup> of the month or the next working day thereafter by credit transfer into a bank, building society or other account of your choice.





## EQUAL OPPORTUNITIES

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It is the policy of Hampton Pre-Prep & Prep 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 Pre-Prep & Prep School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements or access arrangements are required to attend an interview, please inform the School

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. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's safeguarding designated person(s) or to the Headmaster.

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



HAMPTON

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PRE-PREP & PREP SCHOOL

Hampton Pre-Prep & Prep, Gloucester Road, Hampton TW12 2UQ

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