



The Abbey



Content Creator

Full-Time Permanent



The Abbey



<https://vimeo.com/1010491740>





The postholder will be an integral player and form part of a busy marketing and admissions team. They will be responsible for planning, filming, editing and publishing content daily onto the school's social media channels and website. Working with the Director of Marketing and Admissions, the candidate will plan content term by term to align with the ongoing marketing activity, alongside managing daily photographic and video requests from staff and students.

We are looking for a passionate content creator to manage our social media channels using creative video and photographic material to promote the school. The Abbey School is full of amazing students and staff, and we wish to appoint someone who will capture their stories through film and photography. Ideally an experienced videographer or media graduate.

Introduction & Job Overview





Welcome from the Head

The Abbey is a remarkable all-girls community of learning and brilliant experiences. It is a place of curiosity, adventurous spirits, and the excitement of discovery. We focus on individual care and attention in a warmly supportive atmosphere, full of fun and laughter. Our students have the assurance to take risks, explore interests and passions, and engage generously with the world and with each other.

Our results are outstanding, but what matters to us is how students achieve them. Our goal is to equip girls to achieve academic excellence with confidence, purpose and joy. This means providing exceptional opportunities across the widest spectrum of learning and activities. We offer more student-led learning and choice in our curriculum than almost any other school, so that students take charge of their own futures and mature into the people they mean to be.

What's special about The Abbey is the atmosphere. We're a diverse, down-to-earth community full of enthusiasm, spark and energy. We have played a leading role in all-girls education for over 130 years. During that we've adapted and innovated and that is true now more than ever. In today's world, all-girls education matters: it helps our students face the future on their own terms, ready to make the world a better place for themselves and the communities around them.

I look forward to receiving your application to join The Abbey as a valued member of our community.

Dr Sarah Tullis





Role Description

Key Responsibilities

- Manage all video and photographic requirements across the school.
- Capture high quality, creative, and innovative video and photographic content.
- Plan, write content for, and manage all social media accounts across the range of digital platforms used by the school.
- Planning and management of campaigns throughout the year using the admissions and school calendar.
- Attend events, some of which may be after school hours, and ensure it is showcased effectively through video and photography.
- From a brief provided by the Director of Marketing and Admissions, capture material needed for the website, and graphic design or digital projects.
- Create an asset management system so images can be titled and sourced efficiently.
- Ensure high quality audio is recorded for every video project.
- Record podcasts with staff and students.
- Assist IT with events including live streaming and productions.
- Passion for storytelling through video and social media.
- Comprehensive technical knowledge of video and editing software as well as photo editing, such as Lightroom and Nikon DSLR cameras.
- Proficient in photo and video editing.
- Strong copywriting, editing and accuracy skills for social media.
- Comprehensive knowledge to set-up, record and edit podcasts.
- Excellent project management skills and ability to work on several projects simultaneously.
- Ability to develop strong relationships across the school to include a wide range of stakeholders, such as the senior leadership team, students, parents and families.
- Good understanding of safeguarding practice within an educational setting.





Person Specification

- Flexible, adaptable, and able to integrate into a fast-moving environment
- Ability to contribute and lead on ideas to enable continuous improvement
- A genuine interest and strong awareness of the external influences on the social media landscape, predicting new trends for the future
- Proactive and enthusiastic team player
- Friendly, professional and 'can do' approach
- Excellent organisational skills with strong attention to detail
- Good understanding and application of process management
- Excellent verbal and written communication skills
- High level of professionalism, integrity and maintaining confidentiality
- Demonstrates and represents the School's values of courage, honesty and kindness
- Committed to promoting the wellbeing of students
- General understanding of educational practices, desirable but not essential
- A strong commitment to excellent customer care, with a focus on ensuring positive and professional experiences for families, external stakeholders and partners.
- Demonstrating and exemplifying the School's key purpose, to equip students to live with confidence, purpose and joy, and the School values of courage, honesty and kindness.

Qualifications

- A media degree or relevant experience



Location, estates and facilities

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps us provide accessibility from locations across Oxfordshire and Berkshire for both Junior and Senior girls.

As one of the most vibrant towns in the UK, with a focus on technology and innovation industries, Reading offers wonderful opportunities, from the glories of the Chilterns and the Thames, and beautiful parks, to outstanding shopping and a constantly evolving cultural and restaurant scene.



Whilst we embrace the benefits of being a town centre school, with a solid urban vibe, we have excellent sporting facilities, with astros, tennis courts, netball courts, a large gymnasium, and an impressive fitness suite. These facilities are supplemented by partnerships with Reading University, Reading Rowing club at the Redgrave Pinsent rowing lake, and other excellent local facilities. We were delighted to host the national GSA event of Girls go Gold in September 2023.

Governors have made a substantial investment in the estate over the past few years. Our Junior School has been extended and remodelled, with imaginative new spaces to enable girls to go way beyond a conventional curriculum, the recent refurbishment of Knell House provides a welcoming and age-appropriate setting for Little Knellies nursery. The buildings sit in the Christchurch Conservation area, five minutes up the hill from the Senior School.

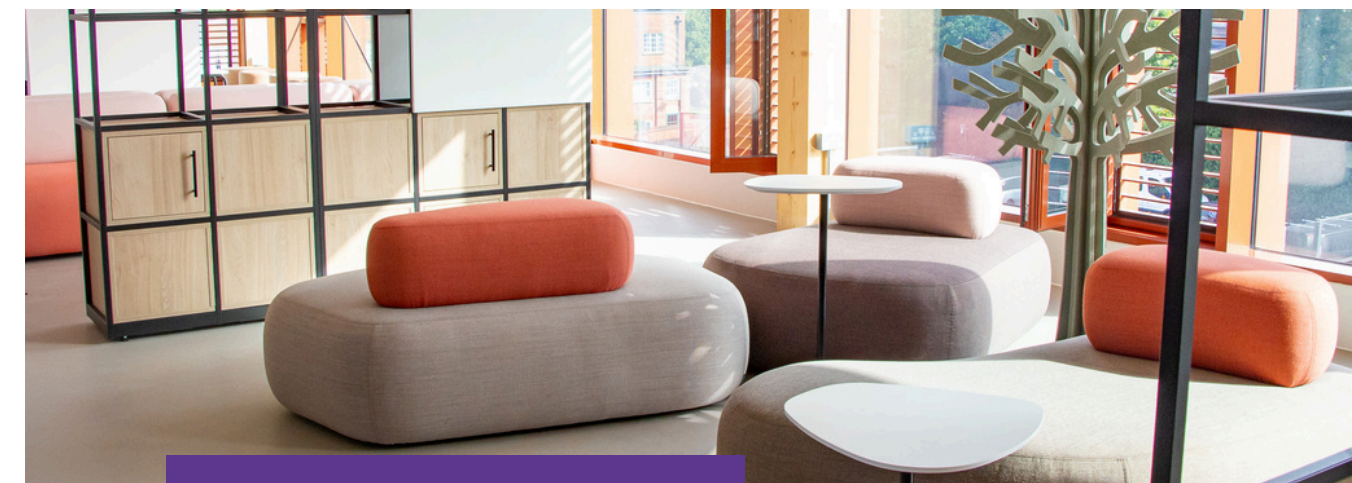
Our heated indoor pool, complete with diving boards, is in the heart of our Senior School building and all girls, including the very youngest, have timetabled swimming and other water activities.

All our classrooms are well equipped to support effective teaching and learning, including IT resources to support the school's one to one digital device policy.





We opened a new Sixth Form Centre in September 2023, providing dedicated spaces for eating, relaxing, and intensive individual and small group work. Our current Sixth Form of around 200 girls love the opportunities it provides for collaborative working alongside concentrated quiet study and learning. The Sixth Form Centre development is part of an exciting strategic estate masterplan.



Terms of appointment

An excellent remuneration package commensurate with the importance of the role and the experience of the successful candidate will be offered.

This role is permanent, full-time position starting as soon as possible.

The salary range for this role is: £28,906 - £33,136

All eligible, non-teaching employees will be automatically enrolled into the non-contributory Group Pension Scheme, run by ReAssure after 3 months employment with the school. The School contributes 8.35% of the monthly salary into the pension scheme.

Appointment process and how to apply

Applicants should complete [The Abbey's Application Form](#) which fully addresses the competencies as described in the job description and person specification and outlines their interest in The Abbey.

The Abbey is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.

Protecting your personal data is of the utmost importance to The Abbey and we take this responsibility very seriously. The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to assist our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection policy.

If you succeed in your application and take up employment with The Abbey, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.



Abbey Life & Benefits



The Abbey



3 Course Meal
Dining



Electric Vehicle
Leasing Scheme



Free Parking



Cycle to Work
Scheme



Sports Facilities



Employee Assistant
Programme (EAP)



Pension



Income Protection



Family Friendly
Policies



Concessions &
Discounts



Private
Healthcare
Scheme



Interest Free
Ticket Loan



Professional
Development



Staff Accommodation
(subject to availability)



IT equipment &
Resources



Key dates

