



# SHERBORNE SCHOOLS GROUP

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2026.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

**Sherborne International** provides short academic courses throughout the Spring and Summer holidays for British and international boys and girls aged 8-17. It specialises in teaching English as an Additional Language, subject support, revision, and preparation for UK schools, and provides an engaging and nurturing environment where pupils can quickly develop confidence and academic skills.

Sherborne Summer Courses are for students who are serious about studying but who also come to enjoy the very extensive range of activities and excursions and the caring, friendly atmosphere. We emphasise development for the individual through small class sizes (usually 8 students) and aim to give students a very positive and supportive learning experience.

These high-quality summer courses are organised and run by Sherborne International, part of Sherborne Boys.

## **JOB DESCRIPTION**

### **Sherborne Schools Group Recruitment and Selection Policy Statement**

Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

## **COURSE PHOTOGRAPHER / VIDEOGRAPHER**

### **MAIN PURPOSE**

The Course Photographer and Videographer will use their skills to record both the academic and fun sides of the School's summer courses, telling stories and capturing emotions.

Duties will include: photographing/videoing students in lessons and while participating in the various sports, activities, events and excursions; editing; making photos and videos available to the Commercial Marketing Officer who will upload them to the School's social media channels.

**Contract:** Temporary Contract for 6 weeks from 5 July to 20 August 2026. Compulsory training sessions will take place over 3 days between Sunday 5 and Tuesday 7 July 2026.  
Course weeks run Wednesday to Wednesday.  
Accommodation can be provided, if required.  
Offers of employment are subject to the course being able to run and final student numbers.

**Primary Location:** Sherborne International, Newell Grange campus or Sherborne Boys Main Campus. The Photographer will be required to work out on location (during excursions, sports and activities etc).

**Reporting to:** The Director of Short Courses, but may also take direction from any other member of the Short Course Management Team.

**Remuneration:** Up to £15.00 per hour, dependent on skills and experience.

Hours worked until approximately the 20<sup>th</sup> of the month will be paid in arrears on the last banking day of each month, direct into a nominated UK bank account.

Breakfast, lunch and/or dinner may be taken in the school dining room if on shift.

The post-holder is entitled to receive a paid holiday entitlement of 5.6 weeks per annum (pro rata), to be paid at the end of the fixed-term contract. In view of the requirements of the role, holiday leave cannot be taken during the period of the fixed-term contract.

**Hours of Work:** Approximately 37.5 hours per week, working flexibly around lessons, activities, sports and planned events and excursions – to include some evenings and weekends.

## **CORE DUTIES:**

The Course Photographer will:

- manage and co-ordinate photoshoot sessions both on- and off-site. As well as photographing students in lessons, this will mean joining staff and students at various sports, activities, events and on excursions/educational visits (some of which will occur during evenings and weekends);
- ensure photographs are of a high quality, original and creative and capture both the academic and fun sides of the summer course, involving as many students as possible;
- digital editing and retouching of images, where necessary;
- support the pastoral staff with managing student behaviour as appropriate for the situation/location;
- keep a record of students whose parents have not given permission to appear in photos and ensure that this instruction is upheld;
- ensure that any school-supplied photography equipment is well maintained and looked after;
- set a high standard of behaviour and dress appropriately for the role;
- be alert to any and all safeguarding issues and ensure all concerns, no matter how trivial they may seem, are reported to the appropriate staff in a timely manner.

### ***Other responsibilities***

- Undertake any other reasonable duties as required by the Director of Short Courses.
- Promote and uphold the values and ethos of Sherborne Schools Group in all professional activities, ensuring consistency across the community.

**Training Requirement– this list is not exhaustive, and the post holder may be required to undertake other training as required by the School.**

<b>Training</b>	<b>When</b>
There is a compulsory three-day induction (paid). Irrespective of the weeks worked, attendance on these days is required.	Between Sunday 5 and Tuesday 7 July 2026
Safeguarding (Child Protection)	During induction days
Prevent Training	Online training module
Health and Safety Essentials	Online training module
GDPR in Education	Online training module
Training with Line Managers	Induction days and in daily meetings

## PERSON SPECIFICATION:

Qualifications	Essential	Desirable
Whilst there is no formal photography/videography qualification required, the successful candidate will be asked to provide evidence of their ability, eg a portfolio.		
A full, valid driving licence		X
Experience	Essential	Desirable
Previous (digital) marketing experience		X
Skills and Personal attributes	Essential	Desirable
Demonstrable ability to produce professional-quality photographs	X	
Creativity and artistic flair	X	
Ability to edit and manipulate photos using image editing and retouching software	X	
Have the ability to work flexibly according to various schedules	X	
Excellent written communication skills	X	
Use of tact and discretion, and ability to keep confidential any personal and sensitive information	X	
Energy, enthusiasm and commitment to the role	X	
Ability to work independently, use own initiative and prioritise workload	X	
Experience of working with young people		X
A knowledge and understanding of differing cultural values and issues		X
Other duties required by all School staff	Essential	Desirable
Commitment to safeguarding and promoting the welfare of children and young people	X	
Always observe health and safety procedures and safe working practices	X	
<b>Adhere to the Staff Code of Conduct as a representative of the School and comply with all School policies and procedures</b>	X	
To comply with the requirements of the General Data Protection Regulation. It is the responsibility of all staff to protect data and to take all reasonable steps to ensure data are kept securely	X	
Undertake any other duties as required by the Director of Short Courses or your line manager, which are commensurate with the level of your post, to meet the changing needs and demands of the School	X	

**Pension:** Where eligible the post-holder will be automatically enrolled into the Pension Scheme, as per current legislation, on the first day of the month after completion of three months' service. Further details may be obtained from the Director of HR (Bursary).

**Probationary Period:** In accordance with School policy, offers of appointment are subject to a probationary period of up to six months. All Summer course contracts are subject to a one-week notice period by either side.

**Medical Self Declaration:** The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.

**DBS Disclosure (Police Check)/References:** As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

**Postholder's Responsibility:** You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officer).

#### **Other Benefits**

- Reduced membership of Sherborne Boys' Sports Centre
- Free onsite parking
- Breakfast, lunch and/or dinner when these are provided in the School dining hall when on shift.
- Employee Assistance Programme offering free counselling / legal / medical support

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

#### **Method of Application:**

To apply, please either use the Quick Apply button on TES or, alternatively, complete the Sherborne School Group Application form and return it to [summer@sherborne.org](mailto:summer@sherborne.org)

In the event of any queries please contact: Dave Shaw, Director of Short Courses  
Tel: 01935 814743  
Email: [summer@sherborne.org](mailto:summer@sherborne.org)

The School reserves the right to interview candidates as applications are received (preferably face-to-face and on mutually agreed dates and times). Vacancies will be withdrawn as roles are filled.

**Please state in your application your availability to attend interview in Sherborne - or let us know if you are only available for a remote interview**