



ST EDMUND'S COLLEGE & PREP SCHOOL

Job Description

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role title:	Digital Marketing Graduate
Reporting to:	Director of External Relations
Hours:	Monday to Friday, 8.30am – 4.30pm (Term time Only), plus 5 hours per week to be used for evening and weekend events/coverage of boarding trips
Salary:	TBC
Summary of the role:	This is an interesting and varied one year, fixed term role ideally for a graduate. Working within the busy External Relations team which looks after the marketing, promotion, communication of the College and Prep this role will take a lead in digital marketing. Working closely with boarding staff and students, this role will develop materials and social media strategies to promote boarding at the College.
Main duties and responsibilities:	<p>Marketing and Communications</p> <ul style="list-style-type: none"> Assist with the continual development of the website, digital media strategy and social media platforms. Assist with photography/filming of events and day to day activities covering all aspects of school life at the College and Prep. Support the delivery of marketing communications materials including prospectuses. Support the organisation of events. Assist with the overall production of College Life. Supporting the Catholic ethos of the school through marketing and communication <p>Boarding</p> <ul style="list-style-type: none"> running social media to promote boarding life of the College collating news, writing newsletters for both web and printed newsletters <p>Safeguarding</p> <ul style="list-style-type: none"> promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. <p>Accommodation</p> <ul style="list-style-type: none"> single boarding accommodation will be provided for the better performance of carrying out this role.
Line management duties and responsibilities	<ul style="list-style-type: none"> You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and your line manager.

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.