



FELSTED SCHOOL JOB DESCRIPTION

Social Media Content Creator

The Role

Accountable to: Academic Manager
Campus: Junior & Senior
Residential

To capture and showcase the energy of the Summer School experience by creating dynamic, engaging, and student-focused content. This role supports the Summer School ethos by documenting lessons, activities, clubs, sports, social events, and excursions through creative storytelling across digital platforms.

Role Responsibilities

- Create high-quality digital content, including photos, short-form videos, reels, and highlight clips that reflect daily life and activities at the Summer School.
- Interview students and staff to gather stories, testimonials, and behind-the-scenes insights that can be shared across social channels and internal communications.
- Liaise closely with the Summer School team to plan coverage of clubs, activities, excursions, and special events, ensuring consistent messaging and alignment with the school's ethos.
- Manage and upload content to the school's social media platforms, maintaining a regular posting schedule and ensuring posts are engaging, accurate, and appropriate.
- Contribute visuals and written pieces for the Summer School newsletter, highlighting weekly achievements, events, and standout moments.
- Attend excursions, sports sessions, and social events to document the experience and provide real-time or same-day content when required.
- Collect and organise testimonials and media assets for future promotional use, ensuring all permissions and safeguarding protocols are followed.
- Help prepare and conclude the course, setting up as required
- Be willing to use your own equipment and the equipment provided by the school
- Assist in the operation of the sports and social programme as needed
- Assist in airport transfers as necessary
- Collate any incident forms needed and pass them to the line manager
- Help students achieve their individual best
- Be aware of Child Protection issues and act accordingly as necessary, ensuring commitments to welfare are adhered to
- Take all necessary steps to minimise any risk and report any concerns/feedback to the line manager
- Take part in staff meetings and staff induction as required
- Assist during meal times and with pastoral duties as needed
- Carry out other ad-hoc duties as requested

Skills, Knowledge and Experience

Essential:

- Excellent organisational, time management, and communication skills
- Excellent content creation expertise and social media management
- Great editing skills
- Great interpersonal skills
- Previous experience working with young people
- Ability to relate to staff at all levels within the School, build effective working relationships and exercise tact and diplomacy
- Ability to work both on own initiative and as part of a team
- Be flexible and adaptable to situations as and when they arise
- Willingness to work evenings and weekends as required

Desirable:

- Qualification in Content Creation, Digital Design, Marketing, or a related field.
- Previous experience working in a similar role
- Previous experience working with young people
- Previous experience in a residential environment
- Safeguarding training
- First aid training

Schedule of work

- Arrival Date on Campus: 7 July 2026, between 9:00 am and 5:00 pm
- Induction: 8 July - 11 July 2026; Location: Felsted School
- Junior and Senior Summer School dates: 12 July - 9 August 2026
- 4-week positions

Terms of Employment

- Salary: £525 per week
- A minimum of £50 per day for induction 8 to 11 July
- Use of sports facilities, including an on-site gym
- One full day off per week

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in a regulated activity relevant to children. All employees are subject to pre-employment checks, including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____