



Warwick
Schools
Foundation



Information for Applicants

Content Officer

To start December 2026

Welcome from the Foundation Principal



Thank you for the interest you have shown in the role of content officer.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are seeking to appoint a Content Officer to help a busy and thriving Marketing & Admissions department to strengthen our ability to tell authentic stories about our pupils' experiences of school.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

Richard Nicholson MA (Oxon)
Foundation Principal



About Warwick Schools Foundation

Warwick Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils while being an exceptional place to work and the first choice for those seeking independent education for their children.

Our historic schools are Warwick Junior School and Warwick School, which operate as a through-school for boys, and Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep.

These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In 2021 we welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school, and has recently extended its educational provision to boys as well as girls from 5-18.

In September 2026, we are excited to open the doors to our brand new day nursery – Kingsley Explorers, which will, for the first time, extend the Foundation's provision to year-round for children as young as six months old.

More information about the schools may be found on their websites:

www.warwicksschool.org

www.warwickprep.com

www.kingshighwarwick.co.uk

www.thekingsleyschool.co.uk

More information on the Foundation can be found at:

www.warwicksschoolsfoundation.co.uk

The Foundation is an active membership of the following associations:

- AGBIS
- IAPS
- GSA
- ISA
- IDPE
- ISB
- HMC



Organisational Structure

Warwick Schools Foundation, is registered as both a Charity and a Company, with the Governors being both Trustees of the Charity and Directors of the Company.

The Governing Body is the legal guardian of Warwick Schools Foundation and is responsible for ensuring that it delivers its charitable objective:

'To advance education by carrying on in or near Warwick, day and boarding schools for boys and girls.'

Governors delegate the operational running of the Foundation to the Foundation Principal, who acts as Chief Executive Officer with direct accountability for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson. He is supported by the Foundation Bursar, Mrs Victoria Espley, who acts as Chief Operating Officer for the Charity.

This role will report to the Head of Marketing.



Our Facilities

Warwick Campus

Home to some 2,500 pupils aged 3–18, the 55-acre Campus boasts outstanding and cutting-edge facilities for our pupils. The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

King's High School was also relocated from its historic town centre site in 2019 to join Warwick Preparatory School and Warwick School in a purpose-built home on one spacious, green campus. As part of this relocation, facilities were developed for all schools including:

- Enhanced sports facilities, including a 3G rugby pitch for Warwick School, five netball and six tennis courts.
- A series of pedestrianised Quads.
- A shared Sixth Form Centre for both Warwick and King's High School students to enjoy for shared curriculum enrichment and social activities.
- Improved play space for Warwick Preparatory School, including a nursery garden and 'forest school'.
- A shared Music School for the pupils of King's High and Warwick Preparatory School.

Leamington Campus

The Kingsley School is home to around 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. Twelve acres of playing fields are just a short drive away and include a pavilion and netball and tennis courts.

Investments over recent years have included a bright and welcoming new Learning Resource Centre, a modern and completely refurbished gym and a beautiful garden.



Job Description

Post Title:

Content officer

Hours of Work:

Usually Monday – Friday during school hours, but with some of our hours working for events. Time in lieu will be given.

This post is advertised as term time only working.

Salary range

Grade 19-22, actual salary is equivalent to £21,705 to £23,260 per annum (FTE : £25,956 - £27,815 per annum)

Location

This post will be on site at both our Warwick and Leamington campuses with a split of working across both.

Start Date

December 2026

Reporting Lines

The post holder will report to the Head of Marketing.

Purpose of this Job Description

We are seeking a Content Officer who is enthused and excited about creating original and interesting content that speaks to our audiences across all entry points of our schools – parents of children from 3 to 16. The successful post-holder will possess all-round content skills – and be as comfortable with filming and editing a reel for Instagram as writing up an article for our termly school magazine. You will understand our parents and what they need from their child's school or prospective school and you will be able to capture video, photos and written content that meets these needs and reflects our schools.

Main activities and responsibilities

- To support recruitment to the Foundation's five schools by developing a range of content aimed at parents of prospective pupils in our schools, and, sometimes, current parents, for use across our channels including CRM, social media, newsletters and website.
- Working closely with marketing colleagues to help to develop tone of voice across CRM and social media and ensure our channels reflect the lived reality of pupils in our schools.
- Build relationships with internal and external stakeholders to create innovative and engaging content for our social media channels, in line with their intended audiences.
- Create timely content for our recruitment communications, to be utilised across all stages of the admission journey – enquirer, applicant and conversion.
- Write scripts, captions and other text using our brand and messaging framework, tailored to appropriate audiences and prospective family personas.
- Monitor the performance of content across our channels, continually reviewing and evaluating what works well and what does not.

Additional duties

- Undertake such duties as the Foundation Director of Marketing and Admissions and Foundation Principal and Bursar, or those delegated by them, may from time-to-time reasonably request within the level of the post.
- To represent both the Foundation and each School at all appropriate events.
- The post holder must comply with the prevailing legal requirement under the General Data Protection Act and the Computer Misuse Act 1990 and all other policies operating at the Foundation.
- To report any Health and Safety concerns.

The post will require regular weekend and out of hours working at school events.

Job Description

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education.

These checks will highlight cautions, reprimands, and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Health and Safety

As an employee you are expected to:

1. Take reasonable care of your own health and safety.
2. Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do during your work.
3. Co-operate with your employer, making sure you get proper training, and you understand and follow the company's health and safety policies.
4. Not interfere with or misuse anything that's been provided for your health, safety, or welfare.
5. Report any injuries, strains, or illnesses you suffer as a result of doing your job.
6. Tell your employer if something happens that might affect your ability to work (e.g., becoming pregnant or suffering an injury)
7. If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.



Person Specification

	Essential	Desirable
Qualifications	Degree level education or equivalent experience in a related field	
Experience/Knowledge	- Content creation experience - Track record of corporate representation, professional conduct and work delivery involving responsibility and judgement, under pressure and unsupervised - Experience of partnership working and networking	Experience of working in the education sector
Skills/Abilities	- Specific and proven skills in at least one of videography, photography or writing - Excellent communication skills	
Personal attributes	- Professional and organised, with the ability to prioritise a busy workload - Able to get the best out of children who will feature heavily in the content produced	
Safeguarding Children, Young People and Vulnerable Adults	- Understands their role in the context of safeguarding children, young people, and vulnerable adults - Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Equal Opportunities	Understanding of the requirements of Equality and Diversity	

Further Details

Working hours: 37 hours per week

Working weeks: 36.4 weeks per year
(Term-time plus one week)

Pay Banding: Grade 19 to 22

Other benefits:

- Competitive contributory pension scheme (employee contributions matched by employer contributions up to 14%).
- Employee Assistance Programme.
- Six weeks annual holiday plus public holidays.
- Staff Fee remission at our Warwick Campus.
- Life Assurance benefits.
- Free meals and refreshments provided during the working day.
- Free parking on site.
- A virtual GP and Physio service.
- Access to a wide range of retail discounts.
- Salary sacrifice schemes.
- Use of the Sports Complex for staff.
- A strong, supportive staff community.
- Some flexible working will be considered depending on the vacancy.

Appointment Method

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

Warwick Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position, you will actively support an environment and workplace culture that values equality, diversity and inclusion.



Appointment Timetable

Deadline for submission: Sunday 8th November 2026 at 12pm

Interview date: Will be confirmed with shortlisted applicants

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Warwick Independent Schools Foundation, a registered charity, number 1088057
A company limited by guarantee; Registered in England; company number 4252305
Registered office: Warwick School, Myton Road, Warwick CV34 6PP