



ST EDMUND'S COLLEGE  
& PREP SCHOOL

# A CAREER AT ST EDMUND'S COLLEGE

## Social Media Content Creator

Required for as soon as possible



**Closing date for when applications are to be received: Midday, Monday 23<sup>rd</sup> March 2026.**  
**For interviews to take place as soon as possible.**

Suitable candidates may be interviewed when applications are received and we reserve the right to withdraw the position if an early appointment is made.

St Edmund's College, Old Hall Green, Ware, Hertfordshire, SG11 1DS  
Telephone: 01920824335 Email: [hr@stedmundscollege.org](mailto:hr@stedmundscollege.org)  
[www.stedmundscollege.org](http://www.stedmundscollege.org)

**Education for the whole person: Intellectual, physical, emotional and spiritual**





## ST EDMUND'S COLLEGE & PREP SCHOOL

Dear Colleague,

Thank you for expressing an interest in a position at St Edmund's College.

I hope that this brochure will give you a sense of what we are looking for, as well as a flavour of this wonderful school.

Half an hour from London, yet nestled in 450 acres of breathtakingly beautiful Hertfordshire countryside, St Edmund's is a lovely place to live and work. Founded in 1568, as a seminary, then a boys' school, it is the oldest continuously operating and oldest post-Reformation Catholic school in the country, yet we are a modern, forward-thinking, imaginative and lively school. We are proud of our academic standing, but grades are not our sole focus. At St Edmund's the spiritual, academic, pastoral and co-curricular are of equal value. These four elements combine to create an education that is second to none.

The true measure of our success is found in the qualities of the young people we send out in the world: excellent but never arrogant; ambitious but never selfish; robust but never uncaring and faith-filled but never intolerant.

We are a close-knit community which looks after its staff. People enjoy working here, and your dedication and loyalty will be matched by a competitive salary and generous benefits, commensurate with your experience and the seniority of the post.

If you would like to discuss the post informally at any stage, please feel free to get in touch. In the meantime, we very much look forward to receiving your application.

With all best wishes,  
Yours faithfully,



Matthew Mostyn,  
Headmaster



## Our Community



The College has an incredible sense of community among its staff which can be felt immediately. The fascination of our setting is lasting and the Good Schools Guide describes the College as: "A successful, flourishing, dependable school with real spiritual heart."

Our 400 acre site with its large leafy grounds, impressive playing fields and attractive school buildings offers modern facilities in a country setting, providing a safe and stimulating environment for young minds. With excellent transport links and only 30 minutes by train to central London stations, the College is 20 minutes' drive from junction 25 of the M25, immediately off the A10. Also within easy access is London Stansted airport, which is a 20-minute drive.

At St Edmund's we strive to:

- Provide a rounded education for the whole person – intellectual, physical, emotional and spiritual.
- Encourage students to demonstrate care and concern at home and in the wider community.
- Reflect the scholarship of St Edmund with a balanced and challenging curriculum for each individual.
- Show concern for all within the College community, demonstrate our collective commitment to be truly Christ-centred in all we do, and ensure that the students' experience of relationships within the College reflects the Gospel maxim, "Love thy neighbour as thy self".
- Build on our enriching Catholic heritage, making prayer, worship and liturgy a central part of our lives and our community.
- Create meaningful interaction between the College, home and the wider community and prepare our students to make their way in the world while making a difference to the world.

The ISI regulatory compliance inspection in November 2019 recorded that all eight parts of the standards were met.

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



ST EDMUND'S COLLEGE  
& PREP SCHOOL

## Our History



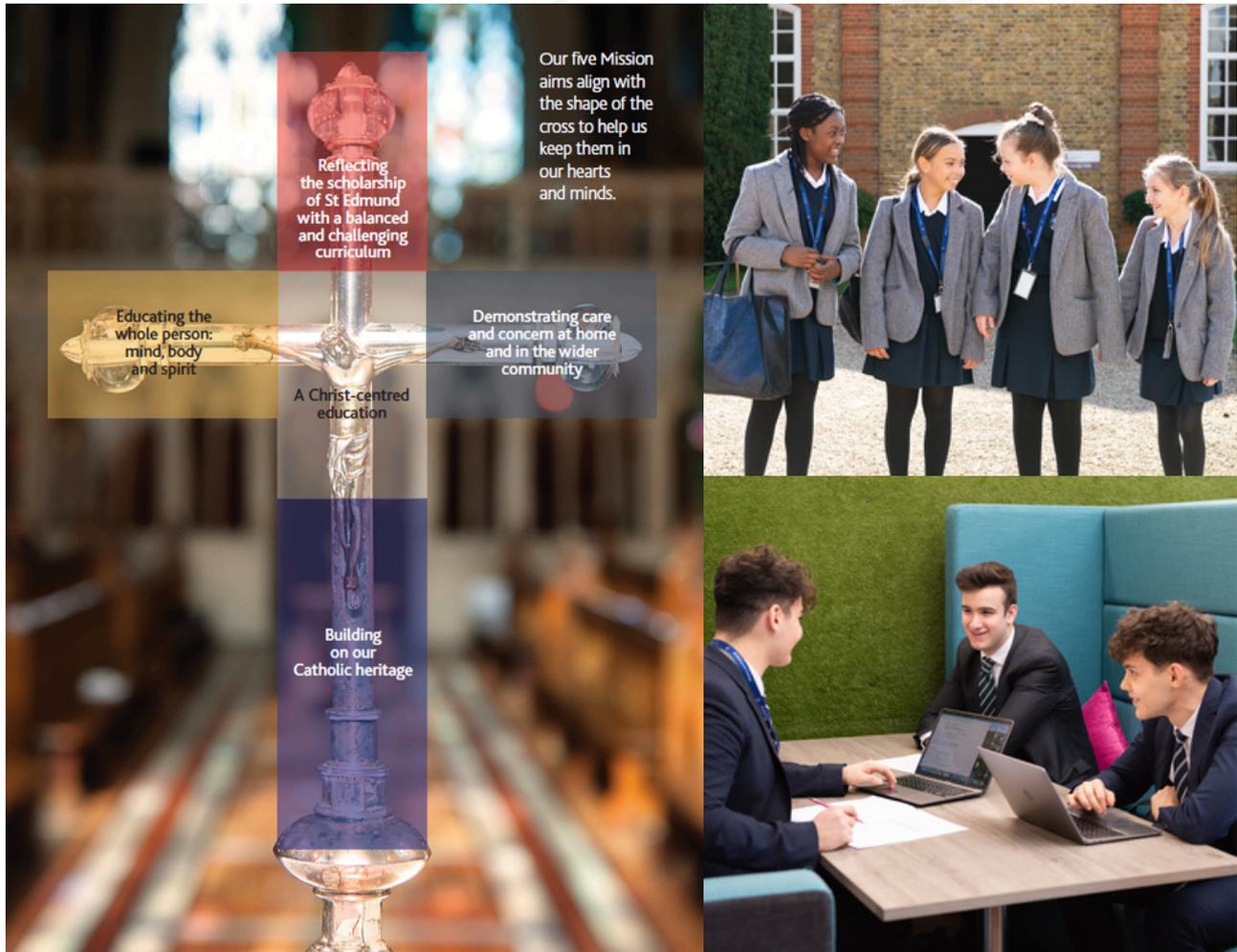
Founded in 1568, St Edmund's College is the oldest Catholic school in England, offering an all round co-education for students from 3 to 18. Our community values both academic excellence and the achievement of one's personal best, right through from our Prep school, to Sixth Form and beyond.

We are proud of our academic achievements at GCSE and A Level. Originally located in Douai, France as a seminary to train priests, the College also became a Catholic school for boys. During the French Revolution, it transferred to England and found its present home on the beautiful site of Old Hall Green in 1793.

In 1874 the junior boys were separated from the rest of the College into St Hugh's Preparatory School, which became St Edmund's Prep in 2010, and in 1974 girls from the adjacent Poles Convent were admitted to Rhetoric as the first stage towards co-education, which was accomplished by the closure of Poles in 1986.



## Five Year Strategic Plan



The Governors' and Headmaster's aim is to raise our standards even further, with continued investment in staff, buildings and resources, and they have developed a Five Year Strategic Plan, which is inspired by the College's Five Mission Aims:

- Christ Centred Education
- Scholarship of St Edmund
- Education of the Whole Person
- Home and the Wider Community
- Catholic Heritage



## What advantages do our staff enjoy?



There are many advantages enjoyed by most independent schools and their staff: a disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom for all members of our staff community. Relationships between students and staff, both teaching and non-teaching, are extremely strong.

We hold professional development to be of the utmost importance, and have a generous training budget for that purpose, as well as an established appraisal system.

The College offers the following benefits:

- Excellent catering facilities including school lunches during term time when the kitchens are open, cakes and biscuits during break times in the staff common room and hot drinks machines.
- Use of the College sports facilities when not in use by students, including the gym.
- For children of staff:
  - Discretionary discount on College Fees, subject to completion of the admissions process.
  - After school club and breakfast club charged at cost.
  - Parties for children of staff including at Easter and Christmas.
- Free parking.
- Cycle to Work Scheme.
- Access to free counselling and health advice helplines.
- Death in Service policy membership and salary exchange scheme.
- Discretionary closure of the College between Christmas and New Year (in addition to annual leave).
- 25 days' annual leave (FTE), plus public holidays.
- Flexibility regarding start and finish times, for example 8:30 to 16:30; 9:00 to 17:00.
- The opportunity to join in the delivery of co-curricular to our students, by negotiation.
- Lieu time is accrued when working beyond contractual hours. These hours can be taken off throughout the year, in addition to annual leave.
- Pension: Employee contribution 4% College contribution 8.5%.



<b>A Career at St Edmund's College</b>	
<b>Social Media Content Creator</b>	
<b>Job Description and Person Specification</b>	
<b>Reporting to:</b>	Head of Marketing
<b>Probationary period:</b>	6 Months
<b>Hours:</b>	8.30am – 4.30pm 5 days per week, all year. With a flexible approach for events which could be evenings and weekends.
<b>Summary of the Role:</b>	<p>St Edmund's College and Prep is seeking a creative, hands-on Social Media Content Creator to bring the life of the school to digital platforms.</p> <p>Working closely with the Head of Marketing you will capture, create, and publish high quality photo and video content that strengthens the College and Prep's reputation and supports student recruitment and engagement.</p> <p>This is a highly visible, practical role requiring energy, initiative, and confidence in a busy school environment.</p>
<b>Start Date:</b>	As soon as possible.
<b>Main duties and responsibilities:</b>	<p><b>Content Creation &amp; Publishing</b></p> <ul style="list-style-type: none"> <li>• Capture and create high-quality photo and video content across the College and Prep, including live events, student activities, and key calendar moments.</li> <li>• Create engaging short-form video content (Reels, TikTok, YouTube Shorts) to an exceptional standard.</li> <li>• Edit content efficiently using tools such as Adobe, Canva, CapCut and AI-based platforms.</li> <li>• Write clear, compelling captions aligned with the College's tone of voice.</li> <li>• Schedule and publish content across relevant platforms in line with the marketing calendar.</li> </ul> <p><b>Collaboration &amp; Student Engagement</b></p> <ul style="list-style-type: none"> <li>• Work closely with staff and students to identify stories and content opportunities.</li> <li>• Support the development of student-generated content initiatives, particularly within Sixth Form.</li> <li>• Confidently build relationships across departments to ensure key activities are captured and promoted.</li> </ul> <p><b>Performance &amp; Optimisation</b></p> <ul style="list-style-type: none"> <li>• Monitor social media performance and provide regular updates on reach, engagement, and audience growth.</li> <li>• Adapt content based on performance insights and platform trends.</li> </ul>

	<ul style="list-style-type: none"> <li>Support paid social activity by providing creative assets aligned with campaign messaging.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>Support school and public events, including open events and external fairs.</li> <li>Work outside normal hours on occasion, with due notice.</li> </ul>
<p>Person Specification:</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Proven experience producing high-quality social media content, particularly short-form video.</li> <li>Strong photography, filming and editing skills.</li> <li>Excellent copywriting and attention to detail.</li> <li>Comfortable appearing on camera where appropriate.</li> <li>Confident, approachable, and able to build positive relationships with students and staff.</li> <li>Ability to work at pace and manage multiple content priorities.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Experience within education or youth-focused organisations.</li> <li>Familiarity with TikTok and YouTube growth.</li> <li>Understanding of how social media supports brand reputation and student recruitment.</li> </ul> <p><b>Applicants must provide a portfolio demonstrating recent social media content creation work.</b></p>
<p>Safeguarding:</p>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>Whilst not in a teaching role, as Social Media Content Creator you will be working on a regular basis in a school in a role which gives opportunity for contact with children. As such, you will be in regulated activity and an enhanced DBS check (which includes children’s barred list information) will be required in advance of appointment.</li> <li>Safeguarding and promoting the welfare of children is everyone’s responsibility. As with all College staff members, you will therefore be responsible for providing a safe environment in which children can learn.</li> </ul>
<p>Other:</p>	<ul style="list-style-type: none"> <li>Undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Bursar, and any other member of the core SLT.</li> </ul>
	<p>St Edmund’s College and Prep  Old Hall Green, Ware,  Hertfordshire,  SG11 1DS  Telephone: 01920 824335  Email: <a href="mailto:hr@stedmundscollege.org">hr@stedmundscollege.org</a></p>
<p>The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.</p> <p>We will seek references on short-listed candidates 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 before interview.</p> <p>This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.</p>	

