



Person specification – Marketing Gap Student

Overview:

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are looking for an organised, creative and hardworking individual to support the Marketing and Media Manager in all aspects of marketing at St Michael's Prep School. The successful candidate will be friendly, creative, a good listener and a team player. They will also be a minimum age compulsory school leaver.

Essential qualifications:

- Eligible to work in the UK
- An enhanced disclosure via the DBS (which the school can facilitate) or registration with the update service
- A good standard of education and the ability to use a high standard of written English_(GCSE English required Grade 5-9 or equivalent)

Desirable qualifications:

- A level in Photography, Media Studies, Graphic Design, Art or similar
- Relevant degree or degree level qualification

Essential experience:

- Good photographic and video skills with a smart phone
- A creative and visual approach to work
- Knowledge and experience of Microsoft programs including Word and Outlook
- Strong communication skills both written and verbal

Desirable Experience:

- Use of a high-quality camera
- Knowledge and experience of social media, tagging and hashtags
- Use of the design programme Canva
- Use of photo editing apps
- Use of iMovie



St Michael's Prep School

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Personal attributes:

- Calm
- Proactive
- Respectful
- Efficient
- Reliable
- Flexible
- Personable
- Resilient
- Sympathetic with the Christian ethos and values of the school

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service and online digital presence checks if invited to interview.