

NOTRE  
DAME  
SCHOOL



# CONTENT CREATOR

Candidate Information

Permanent  
5 days per week,  
Term Time Plus 2 Weeks  
**Required Autumn Term 2026**



## Our School

Notre Dame is an independent Catholic Day School set in 26 acres of beautiful, rural Surrey parkland. We warmly welcome families of all faiths and none.

At Notre Dame School, we are unashamedly holistic, and our 700 students from aged 2-18 are at the centre of everything we do. We focus on **Happiness and Success** – in that order. We are profoundly committed to this educational philosophy and through it we fulfil our aim of providing an exemplary **all-round education**. The academic, creative, physical, moral and intellectual challenges expected in all good schools, complete with state-of-the-art facilities, are balanced with fun and laughter and a trusting and compassionate atmosphere which enables everyone in our community to be the best possible versions of themselves.

For more than 400 years, pastoral care has been embedded at the heart of our approach to education. This is not at the expense of academic rigour. Rather, it forms the bedrock on which academic excellence is built: happy, comfortable and secure children and young women make confident and successful learners. All our students, from the smallest to our Sixth Formers, have access to our wonderful grounds and on-site facilities – all-weather sports pitches, indoor swimming pool, professional theatre, gymnasium, sports hall, music rooms, dedicated science laboratories, libraries and woodland forest school.

**Notre Dame School is proud to have been shortlisted for the Best Independent Girls' School of the Year Award 2025.**



“Accompanying young people in their efforts to build their lives for today and tomorrow.”





## Heritage & Ethos

The Company of Mary Our Lady was founded in Bordeaux in 1607 by **St Jeanne de Lestonnac** to educate girls of all faiths and is the oldest recognised educational order in the world. Today there are more than 300 CoMOL schools, educational foundations and projects across 26 countries.

**Notre Dame School is the only one in the UK.**

Our foundress, St Jeanne de Lestonnac, a mother of 5 children, was a progressive and dedicated educator. She grew up in an intellectual and cultured family and was exposed to many different religious and philosophical perspectives. **Her forward-thinking approach to education is as fresh and modern today**, and we strive to live up to her

“*No one is educated in isolation; it is the whole community that educates.*”

St Jeanne de Lestonnac – Foundress



“  
*Pupils display  
genuine kindness  
and respect for one  
another.*”

Independent School Inspections – ISI





## The Role

Position Title

Content  
Creator

Reporting to

Head of Marketing  
& Admissions

## The function of the post

Our Content Creator role is a hands-on, creative role at the heart of our Marketing and Admissions function. Reporting to the Head of Marketing & Admissions, they work closely alongside colleagues across the School to capture moments which communicate our key marketing messages and values to key audiences across our social media channels.

They will be relied upon to bring excellent creative judgement, protect and elevate our visual identity and engagement rates and to play an active, collaborative role within the team. In line with the various events happening across the School and the marketing priorities within the admissions cycle, they will be required to plan a social media scheduling calendar in advance.

This role will suit someone who is immersed in a digital-first world, understands how modern audiences consume content, how to increase community-based engagement and can move fluently between writing compelling captions, designing posts and photographing school events.

# Main Duties & Responsibilities

## Key Objectives

### Design, Publications & Advertising

- Lead on the design and production of our social media presence, ensuring a consistent and high-quality visual identity
- Ensure all social media content is on brand, audience appropriate and consistent with the School's values and ethos
- Brief and manage external designers, photographers or suppliers where required

### Social Media (organic)

- Manage the School's organic social media presence across key platforms
- Develop and execute strategies to grow followers, engagement and participation through organic and community-driven content
- Analyse social insights and performance data to continuously refine content formats, channel mix and posting trends
- Stay ahead of emerging social and creator trends within the independent school sector, bringing innovative ideas that elevate engagement

- Act as the voice of the brand within the community, engaging daily to spark meaningful conversations
- Plan and deliver content that supports our key marketing messages, admissions activity, events and community engagement
- Ensuring that organic strategies are aligned with paid social ads and PPS ads
- Monitor tone, messaging and visual presentation remain consistent and appropriate

### Imagery & Photography

- Lead on-site photography at school events and in day-to-day school life
- Co-ordinate shared sources of content created by different teams across the school and distribute them to the most appropriate digital channels
- Support marketing & the wider team with locating images and supplying appropriate images for publications
- Managing and updating consent databases from admissions
- Maintain an organised image library

# Main Duties & Responsibilities

## Key Objectives

### Working Style & Collaboration

- Own end-to-end social strategy across all channels, ensuring the brand voice remains distinctive, consistent, and culturally relevant
- Work in close partnership with the Head of Marketing & Admissions on campaigns, projects and priorities
- Collaborate positively with colleagues across the school, building strong professional relationships
- Provide marketing support for admissions, community, feeder and school events
- Balance initiative and independence with teamwork and flexibility
- Lead on-site photography at school events and in day-to-day school life
- Co-ordinate shared sources of content created by different teams across the school and distribute them to the most appropriate digital channels
- Support marketing & the wider team with locating images and supplying appropriate images for publications



# The Person

Based onsite five days a week, with occasional event commitments, the successful candidate will be a creative and digitally confident marketing professional with a strong sense of brand, excellent design skills, and experienced and committed to naturally producing high-quality, customer-focused work.

The successful candidate will also enjoy working collaboratively and will be comfortable partnering closely with a variety of different stakeholders to develop ideas and to communicate these effectively through social media.

A desirable candidate will have:

- Demonstrable experience in a brand, digital or creative marketing role (education experience is welcome, but not essential)
- Hands-on experience creating high quality, on-brand digital assets using Canva Pro
- Fluent writing skills, with the ability to adapt tone and style for different audiences and social channels
- Experience in managing organic social media across Instagram, Facebook, YouTube and LinkedIn, with a sound understanding of audience engagement
- Well versed in planning and scheduling social media content using a scheduling platform, with the discipline to manage a content calendar and publish consistently
- Photography skills and a good visual eye; video skills and experience using Capcut or equivalent would be an advantage
- A collaborative, organised approach and the ability to work closely with colleagues around the School, contributing ideas and supporting delivery across a wide range of projects

## Health and Safety

All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

## Data Protection

All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

## Safeguarding

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

*The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.*



“The School is highly successful in meeting its aim of preparing young people for their role as responsible citizens of the wider world.”

Independent School Inspections – ISI





## Benefits of Service

### Hours of work

Permanent

5 Days Per Week

37.5 Hours

Term Time

Plus 2 Weeks

### Remuneration

NDSP 30

£35,791.47 FTE

£29,142.52

*Actual*

### Benefits

The School has high expectations of its staff and therefore looks to reward them with a competitive salary scale and beneficial conditions of service.

- There is an extensive induction programme for all new colleagues, and ongoing professional development is encouraged
- Staff development programme
- Staff wellbeing programme, including 2 paid well-being sessions each year
- Financial contribution to eye tests and glasses for eligible staff
- Employee Assistance programme – counselling, financial advice etc.
- Staff discount on School fees after six months continuous service
- Free lunch during term time
- Free coffee/tea during term time
- Free use of the School's leisure and sporting facilities, including a heated indoor pool
- Commute by school coaches during term time, subject to availability
- Employee Referral Bonus Schemes
- Electric Car Charging
- Free parking



## Selection Process

Shortlisted candidates will be interviewed by a recruitment panel including members of the Senior Leadership Team and members of HR. Candidates will be required to undertake a task related to the role applied for and be given a tour of the school. Please note that before making an application for any vacancy listed, you should familiarise yourself with our **Recruitment Privacy Notice**, **Safeguarding Policy**, **Safer Recruitment Policy**, **Keeping Children Safe in Education** and **Equal Opportunities Policy** which are available at:

[Policies & Reports | Notre Dame School](#)

Notre Dame School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks prior to appointment and the Disclosure and Barring Service.

The School is an equal opportunities employer and is fully committed to a policy of treating all employees and job applicants equally and does not discriminate on the grounds of race, physical or mental disability, national origin, colour, family status, gender, religion, sexual orientation, age or any other characteristic protected by law.

**For any queries, please contact HR at**  
**[recruitment@notredame.co.uk](mailto:recruitment@notredame.co.uk) or call 01932 589480.**

## Apply Now:

**Please complete the online application process available on our career on TES and Our Website**

### **Notre Dame School Jobs**

#### **Closing Date**

As successful candidates are sourced and apply.

We reserve the right to interview, as suitable candidates are sourced .

#### **Start Date**

**Autmn Term 2026**