THE PORTSMOUTH GRAMMAR SCHOOL

Job Description

Photographer in Residence

Background

Following the successful implementation of this role two years ago, the school seeks a new Photographer in Residence to begin work in September 2013.

This is primarily a term-time only appointment although there will be dates during the school holidays that will inevitably require the presence of the Photographer in Residence (most notably, examination results days in August). The post attracts pay for 40 weeks a year which includes holiday entitlement. Working hours will involve evening and weekend work in term time for which time off in lieu will normally be taken. There will be occasions when a valid driving licence would be an advantage.

This is a development role and the appointment is for one year only although there may be an opportunity to extend for a further year.

Key duties

The Photographer in Residence reports to the Marketing Manager and is overseen by the Deputy Head (Communications and Co-Curriculum). The Photographer works with a wide variety of staff including the School Archivist, teaching staff responsible for other publications or publicity material, the Publicity and Marketing Committee, IT staff, the Eduprint Administrator and the Development Office.

To act as the 'official' school photographer for all school events as directed by the Deputy Head (Communications and Co-Curriculum), Marketing Manager and members of the school's Publicity and Marketing Committee.

To develop and produce media images such as short films, podcasts and Vlogs for use on the school website and social media sites.

To maintain the school online photo gallery operated via SmugMug and to report monthly on sales via the site.

To manage effectively the school's photography diary to ensure key events are captured.

To create and maintain a user friendly electronic register of all school images for the purposes of archiving and easy future retrieval.

To work closely with the Deputy Head (Communications and Co-Curriculum) and Marketing Manager in creating appropriate shots for a number of key publications throughout the year, such as the Sixth Form Leavers' Book.

To deliver a short course on photography to Sixth Formers, as part of the General Studies programme (course duration is usually six one and a half hour sessions)

To be pro-active in identifying images required and updates to current library stock.

To attend the school's Publicity and Marketing Committee meetings.

Equipment

All equipment required by this appointment will be purchased and owned by the school.

Technical skills

The Photographer in Residence will have to demonstrate all appropriate skills relevant to the role of the school photographer and the cataloguing of images.

Other skills related to photography, such as graphic design, will be an advantage.

Contract of Employment

PGS is committed to safeguarding children and all applicants will be subject to an Enhanced Disclosure DBS check.

All conditions of employment are detailed in a separate contract issued by the Bursary.

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

Key financial benefits of employment at PGS include a generous salary structure and leave allowance.

The school operates defined contribution pension scheme for all support staff and also has a non-contributory death-in-service policy. PGS also operates a salary sacrifice scheme linked to the payment of school fees.

Other benefits include the acceptance of the Government's Child Care Vouchers as well as being an approved operator of the 'salary sacrifice' Cycle to Work Scheme.

Additional benefits include free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff. All staff receive a free lunch as well as coffee and tea during any break period.

Further information is available on the website at www.pgs.org.uk under 'About Us', Job Vacancy section, or can be requested from the school on 023 92364 250. An electronic application would be preferable, submitted to the school's Bursar, Don Kent, d.kent@pgs.org.uk. All applicants should complete a support staff application form, and send a covering letter and full curriculum vitae. Postal applications should be addressed to The Bursar, The Portsmouth Grammar School, High Street, Portsmouth, Hants PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

The closing date is noon on Friday 7 June and early applications are encouraged. Interviews will take place during week commencing 17 June.

May 2013