



JOB DESCRIPTION

Department:	Millfield Enterprises
Post:	Course Photographer (Multi-Site)
Responsible to:	Media Officer
Job Purpose:	As Course Photographer you will work to the Media Officer and team who in turn work to the MELHC Manager and the Director of Holiday Courses.

MAIN DUTIES AND RESPONSIBILITIES

- Safeguarding children is the responsibility of all members of Millfield staff.
- You are to produce and collate photographic media for distribution to parents and Group Leaders / Agents.
- You will be required to upload and share content online once approved by the Media Officer.
- You will be required to assist the Media Officer and team with editing captured photography and film with the provided software.
- You will be required to travel to different venues MELHC students are visiting. Transport will be provided.
- You are to work closely to the Media Officer and team.
- You are to read and understand the Staff Guide and be familiar with our policies for the welfare and safeguarding of children. You have responsibility to help facilitate the smooth running of the school.
- You are to report as soon as possible to your line Manager any matters (real or apparent) of indiscipline, misbehaviour, major complaint, accident, illness, or personal problems on the part of staff or students.

HEALTH & SAFETY

- Ensuring that general safety procedures are observed at all times. If you are in doubt about the safety of an activity, stop it immediately and check with your line manager or the Health and Safety Officer.
- Acquaint yourself with all relevant fire, safety and health arrangements whether during sports and activities, social events or in the House, and both on and off the main campus.
- Ensure that all Covid-19 protocols, current at the time, are followed in accordance with Millfield guidelines.
- Complete First Aid training as requested. If you possess a First Aid Certificate, please send us a copy.

OTHER DUTIES

Assisting the Operations Team whenever possible, including

- Take a full and active part in MELHC and campus life.
- Participate in the staff induction.
- Always behave in a professional manner ensuring that your own conduct in front of students is of the highest standard, and that you set an example in your management role.
- Represent the good name of Millfield School at all times.
- Any other duties that your line manager sees fit providing that such duties are appropriate to your role and are approved by the relevant authority.

PERSONAL SPECIFICAITON

- Professional mature attitude
- Self-motivated and the ability to motivate others.
- Creative and Enthusiastic
- Caring and Kind
- Experience in a wide range of sports and activities
- Ability to react calmly and effectively in emergency situations.
- Safety Conscious
- A team-player, able to motivate and foster team working and work collaboratively with others
- Excellent communication skills
- Ability to adapt to a changing environment
- Have prior experience with the supervision of children or a willingness to develop in this area
- A good team member but must be able to work on own initiative
- Use of IT packages including, Microsoft Office, Outlook, Word, Excel
- Must hold a full and current driving licence and be able to drive between sites.

Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the school stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

The school will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The school makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with the school. Each case will be decided on its merits in accordance with the objective assessment criteria.

All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

“ I understand the duties and commitment statement listed above.

“ I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....