



# Digital Media Assistant

To start in post as soon as possible





# The Role

We are seeking an ambitious, creative and highly motivated Digital Media Assistant to join the External Relations team at Strathallan School.

This is an exciting opportunity for a talented graduate or early-career creative looking to build a career in digital media, photography, videography and social media within one of the UK's leading independent school environments.

At Strathallan, digital storytelling sits at the heart of school life. From elite sport and performing arts to boarding, outdoor education and pupil achievement, our content reaches audiences across Scotland and around the world. As a small team with a highly ambitious digital strategy, we are looking for someone who is proactive, creative, technically confident and ready to make an impact from day one.

The successful candidate will work closely with the Digital Media Manager and wider Marketing team to help create engaging, high-quality content across a wide range of platforms and campaigns. This role is ideal for someone with strong creative instincts, excellent attention to detail and a passion for visual storytelling.

## Why Join Strathallan?

You will have the opportunity to build an exceptional portfolio, contribute to high-profile campaigns and play a meaningful role in shaping how the School tells its story locally, nationally and internationally.

This is a rare opportunity to join a forward-thinking School with one of the strongest digital media presences in the independent sector. The role offers hands-on experience across every aspect of digital content creation, within a supportive and ambitious team environment.

## Strathallan School

Strathallan School is a leading co-educational boarding and day school, renowned for its academic excellence, sporting success, and creative arts. Set within 150 acres of beautiful woodland in the Earn Valley, on the edge of Forgandenny, the School benefits from close proximity to Perth and excellent transport links to Edinburgh, Glasgow, and the Highlands.



The campus blends traditional architecture with modern, purpose-built facilities, centred around a Grade B listed main building that has been at the heart of the School since 1920.

Digital media plays an increasingly important role at Strathallan, supporting the School's communication, marketing, and storytelling across a range of platforms. From promoting events and capturing everyday school life to engaging audiences online, digital content is a key part of how the Strathallan community connects and shares its story.

# Key Responsibilities

The Digital Media Assistant will play a key role in supporting the School's digital presence through the creation of photography, video and social media content. The role requires flexibility, creativity and enthusiasm, with opportunities to work across sport, events, academic departments, boarding life, marketing campaigns and major School occasions.

This is a fast-paced and highly varied role suited to someone who thrives in creative environments, enjoys working with people and is eager to develop their skills across all areas of digital media production.

The role is expected to include the below key responsibilities:

- ◇ Capture high-quality photography and video content across School life, including sport, events, boarding, academic activities and performances.
- ◇ Assist in planning, filming and editing short-form and long-form video content for social media, website and marketing campaigns.
- ◇ Support the day-to-day management of the School's social media channels, helping to maintain a dynamic, engaging and consistent digital presence.
- ◇ Create platform-specific content for Instagram, TikTok, Facebook, LinkedIn and YouTube.
- ◇ Support live event coverage and real-time storytelling during fixtures, productions, trips and major School events.
- ◇ Edit photography and video content to a high standard using industry-standard software and workflows.
- ◇ Assist with content scheduling, publishing and community engagement across social platforms.
- ◇ Contribute creative ideas for campaigns, content series and audience growth initiatives.
- ◇ Help maintain and organise digital media archives, equipment and production workflows.
- ◇ Work collaboratively with staff, pupils and external partners to deliver engaging and authentic storytelling.
- ◇ Support the development of the School's brand identity and visual standards across digital platforms.
- ◇ Stay informed on emerging social media trends, platform developments and digital best practice.
- ◇ Assist with website content updates and wider digital communications where required.
- ◇ Occasionally support evening and weekend events, fixtures and productions as part of the School calendar.
- ◇ Ensure all content aligns with safeguarding, privacy and School policies.
- ◇ Attend relevant meetings, training and professional development opportunities.
- ◇ Undertake any other duties reasonably required by the Digital Media Manager or Director of Marketing and Communications.
- ◇ Act at all times as an ambassador for the School, upholding its values, ethos and reputation.

# Who are we looking for?

## Qualifications

- ◇ A degree or equivalent in Digital Media, Marketing, Communications, Film, Photography, or a related discipline, or equivalent relevant experience.
- ◇ Additional training in digital media, photography, videography, or social media would be beneficial, though not essential.
- ◇ A full UK driving licence would be advantageous to enable travel between school sites and off-site locations.

## Experience - Essential

- ◇ Demonstrable experience in photography and/or videography, gained through education, employment or personal projects
- ◇ Experience creating engaging content for social media platforms, including Instagram, TikTok, Facebook, LinkedIn and YouTube
- ◇ Experience using industry-standard editing software, such as Adobe Premiere Pro, Photoshop and Lightroom (or equivalent)
- ◇ A good understanding of GDPR and data protection legislation, particularly in relation to the handling and publication of digital media.

## Experience - Desirable:

- ◇ Experience filming and editing content for live events, such as sports fixtures, performances or school activities
- ◇ Experience managing or contributing to brand-led social media accounts
- ◇ Familiarity with content planning tools, scheduling platforms and social media analytics
- ◇ Basic knowledge of website content management systems (CMS)
- ◇ Experience using a range of camera, audio and lighting equipment

## Skills & Attributes:

- ◇ A strong understanding of digital storytelling, social media trends and content best practice
- ◇ Excellent digital and IT skills, including media organisation and file management
- ◇ Strong communication and interpersonal skills, with the ability to collaborate effectively
- ◇ Proven organisational skills, with the ability to manage multiple projects and meet deadlines
- ◇ A proactive, self-motivated attitude, with a willingness to learn and develop
- ◇ The ability to work both independently and as part of a team in a fast-paced environment

# Terms of Appointment

## Remuneration

- ◇ The salary for this role is £24,000 per annum.

## Hours of work

- ◇ This is a full-time, permanent position (35 hours per week), with core working hours typically Monday to Friday, 9:00am – 5:00pm. Flexibility is key, as working hours and attendance at events will be arranged in collaboration with the Digital Media Manager.
- ◇ As part of this dynamic role, you will have the opportunity to support key school events, which may occasionally take place in the early mornings, evenings, or on Saturdays. A time off in lieu (TOIL) system is in place to ensure any additional hours worked are appropriately recognised and balanced.

## Pension Scheme

- ◇ A contributory pension scheme with an employer contribution of 4%.

## Occupational Sick Pay

- ◇ Occupational sick pay following the first year of service.

## Benefits

- ◇ On-site parking.
- ◇ Death-in service cover.
- ◇ Free lunch during term-time.
- ◇ Discounts in 100's of retailers.
- ◇ Cycle to Work Scheme.
- ◇ Blue-light card eligibility.
- ◇ Staff discount in the Art Café.
- ◇ Access to wellbeing support.

## Other Information

- ◇ Any offer of employment will be subject to Safer Recruitment checks, including suitable clearance through Disclosure Scotland's PVG scheme, the receipt of two satisfactory professional references and proof of the Right to Work in the UK.

## Application Process

- ◇ Further details of the school are available on the School's Website [www.strathallan.co.uk](http://www.strathallan.co.uk)
- ◇ If you would like to apply, please submit your application online by 1st June 2026. The interviews will be arranged shortly after.
- ◇ For any queries regarding the role or the application process, or to arrange an initial conversation, please contact us at: [hr@strathallan.co.uk](mailto:hr@strathallan.co.uk)



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SCHOOL

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Opportunities for *all* to excel

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