



Exceptional Breadth | Individual Focus



Candidate Information Pack
Content Creator

Deadline for applications | Midday on Monday 12 October

From the Head

Thank you for your interest in working at Cokethorpe.

Entering the School, the historic buildings set in extensive, tranquil grounds give the impression of a school steeped in tradition, of ancient chapels, converted stables, cobbled squares, and endless curiosities. Open the front door and you will discover something rather more.



Cokethorpe is a dynamic school. We are driven by a shared commitment: to inspire and guide young people to discover their passions, to pursue excellence and to learn from mistakes. Learning and teaching at Cokethorpe is rigorous and research-informed; our classrooms are energised spaces where ideas bounce.

Our grounds are much more to us than a backdrop; the landscape teems with purposeful activity, whether that be enhancing classroom learning or engaging in our extensive co-curricular programme.

Schools like Cokethorpe can only provide the learning environments they do with the support of colleagues working behind the scenes to keep the gears turning. Our administrative and support staff colleagues play a crucial role in our success.

And at the heart of everything is community. This is as true for support staff as it is for teachers, pupils and parents. Our Common Room is an encouraging environment, where staff share ideas and best practice derived from lived experience, and where colleagues are actively supported to grow their careers and craft to the benefit of all.

I look forward to your application.

Dr Sarah Squire

Head, Cokethorpe School





From the Bursar



I hope this pack provides you with all you need in order to move forward with your application. If you are left with questions, please get in touch with our HR Department; we very much look forward to receiving your application.

Cokethorpe is a special place to work, and you will certainly feel this from the moment you arrive, visitors are given a warm welcome and you will notice that people meet your eye and offer a cheery hello.

The culture at Cokethorpe is collaborative and supportive, each department works hard towards delivering their objectives but will always make time to support colleagues, be it a supportive conversation over a cappuccino from the onsite UE Coffee Shop, working together on a whole School event or simply sharing knowledge and skills.

Harriet Stapleton

Bursar, Cokethorpe School

About Cokethorpe

Cokethorpe is an HMC and IAPS, independent day school for boys and girls from the age of four to eighteen. Situated in beautiful parkland just ten miles outside Oxford, the School has a strong reputation for providing a rigorous, broad curriculum underpinned by a research-informed approach to learning and teaching, and a knowledge that all pupils have the capacity for excellence if encouraged to be ambitious and take responsibility for their own learning.

The School is proud of the fact that its admissions process credits pupils who show a wide range of skills, leading to a dynamic and diverse learning environment. Students leave Cokethorpe to study at a range of different institutions, including Oxbridge, Russell Group and other equally reputable institutions, as well as pursuing Degree Apprenticeships with some of the most distinguished companies in the UK. Results at GCSE and A Level are very positive, with a strong emphasis on the value that is added to pupils through excellent learning and teaching.

The School has a strong co-curricular programme and, whilst excellence in the classroom is paramount, all members of the Common Room are encouraged to see themselves as playing a role in this wider curriculum. It is a busy, purposeful school in which positive relations develop, and exciting and varied opportunities arise.

Members of Cokethorpe's support staff are full members of the School's Common Room, acknowledging the important roles fulfilled by administrative and support staff operationally and logistically to ensuring the School's overall success.





Job Description

Content Creator

Love creating content? Know what makes people stop scrolling? We'd love to hear from you.

We're looking for a creative, curious and digitally savvy Content Creator to bring life at Cokethorpe School to life online.

This is a brilliant opportunity for someone who loves social media, photography, writing and digital content – and wants a role where no two days are quite the same.

One day you might be capturing a brilliant moment happening around School. The next, you could be creating a social campaign, writing a story for our website, producing content for a publication or spotting the next trend we should be trying.

You'll be right at the heart of the Cokethorpe community, finding the people, moments and stories that show what makes our School special.

What you'll be doing

You'll take an active role in creating and managing content across our social media channels, website, digital campaigns, PR and publications.

That means you'll get to:

- Create engaging social content, photography, imagery and copy
- Manage and schedule posts across our social channels
- Get out and about around School to find and capture great stories
- Help grow engagement while keeping our distinctive Cokethorpe voice
- Create content for digital marketing campaigns
- Update website content and help keep our digital presence fresh
- Explore new platforms, technologies and creative ideas.

Who we're looking for

You might already be working in social media, content, marketing or communications – or perhaps you've built impressive content and social skills through your own projects.

You'll need to be a confident writer, highly organised and comfortable talking to lots of different people. You'll understand what makes content engaging without losing sight of the brand behind it.

Most importantly, we're looking for someone who is creative, proactive, full of ideas and excited about telling great stories.

Why Cokethorpe?

You'll have the opportunity to create content across a huge variety of subjects, activities, events and stories – with plenty happening every day.

This is a full-time, permanent role (37.5 hours per week)

Benefits of working at Cokethorpe

- Enrolment in the Aviva APTIS defined contribution Pension Scheme
- Fee discount for children of permanent staff subject to Cokethorpe's admissions criteria and means testing
- Personal Accident Insurance
- Employee Assistance Programme via Aviva
- Salary Sacrifice EV Car Scheme
- Cycle to Work Scheme
- Free use of the School's sporting facilities (including the Gym, Tennis Courts and Golf Course)
- Free Meals and Refreshments during term time
- Free use of the School's Coffee Shop in association with Ue Coffee Roasters in term time
- Free parking on site
- A number of subsidised social events
- Annual Flu Vaccination.





Appointment of Staff

To Apply

Interested candidates should submit the following electronically to Mrs Sophie Crossley, Head of Human Resources, at recruitment@cokethorpe.org by the closing date. Documents should be submitted as separate PDFs attached to a single email.

We reserve the right to interview prior to the closing date:

- A covering letter addressed to Dr Sarah Squire, Head
- A completed Cokethorpe School support staff application form.

Personal CVs are not required.

Please note that for candidates invited to interview, referees will be contacted prior to the interview date where possible.

Deadline for applications: Midday on Monday 12 October 2026.

Early applications are encouraged.

Interviews will take place on Thursday 15 October 2026. Interviews may take place before the closing date for suitable candidates. Please apply early to avoid disappointment.

Terms of Appointment

Shortlisted candidates will be interviewed and written documentation recorded. Any gaps in employment history will be fully investigated. Safer recruitment procedures are followed and members of the Senior Leadership Team are accredited by the Oxfordshire Safeguarding Children Partnership/NSPCC for recruitment. Child protection awareness is an integral part of the induction programme for new members of staff.

Following acceptance of an offer of appointment, a formal contract of employment will be drawn up. The following notes provide guidance, without prejudice, on the likely main provisions of the agreement.

Hours:

- Full-time, year-round role, Monday to Friday. 8.30am until 5.00pm
- Some flexibility may be required to meet the demands of the role
- To support work-life balance, reduced hours (9.00am – 4.00pm) may be worked during school holiday periods, where workload allows
- 33 days' holiday per year, inclusive of bank holidays, comprising 28 days' annual leave plus 5 days for the Christmas closure. Given the nature of the role, all holiday must be taken outside of term time.

Salary: between £26k and £30k depending on experience.

Appointment Date: as soon as possible.

Medical Fitness

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.





Recruitment Checks

The School is committed to safeguarding and promoting the welfare of children. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence. Our policy on the employment of ex-offenders is available on the vacancies section of the School's website.

All employees are expected to undergo child protection screening and appointments are subject to a satisfactory enhanced Disclosure and Barring Service check and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, a health declaration/assessment where appropriate, qualifications check where relevant for the post, the right to work in the UK, an identity check, online searches, and an overseas police check if the applicant has worked abroad within ten years from the date of appointment.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.



Cokethorpe

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