



Social Media and Website Assistant

1-year fixed term contract

Start date: ASAP

36 hours per week, 8-4, Monday to Friday

Bexley 4.1 £27,729

Beths Grammar School is a large multi-cultural school on the borders between London and Kent, serving a wide range of vibrant and exciting communities. We specialise in boys' education in the main school and have a large, co-educational sixth form.

We are looking to appoint an outstanding Social Media and Website Assistant to join Beths for 1 year on a fixed term contract. This position is offered on Bexley 4.1 (08:00 – 16:00 with a 48 minute unpaid lunch break). You will be entitled to 25 days annual leave.

The ideal candidate should have a calm and professional manner. It is important the successful candidate can offer good communication skills and is proficient with Microsoft Office. A willingness to learn and adapt is always essential. This is a new role, and duties will be added to it as appropriate. This is the ideal position for a gap year student.

The successful applicant will:

- An ability to work on their own initiative and manage their own workload.
- Excellent verbal and written communication skills
- Proficient IT skills
- Understand how to use social media to promote the school

Why join Beths Grammar School?

- All staff receive their own laptop
- CPD programme for staff development
- 24/7 Employee Wellbeing Support Programme (free & confidential)
- Local Government Pension Scheme
- Cycle to work scheme
- Use of School gym
- Staff social events

Closing Date: 9am 7th July 2025

Interviews: w/c 7th July 2025

Applications should reach the school by **9am 7th July 2025**. We prefer electronic submissions and application forms can be found on TES or on the school website, no CVs please. We intend to interview **w/c 7th July 2025**.



Please note that we reserve the right to close any advert before the advertised closing date should a sufficient response have been received. Therefore, please ensure that you complete your application as soon as possible to avoid disappointment.

We at Beths Grammar School are committed to practice which protects children from harm. Safeguarding and the promotion of a child's welfare covers all aspects of the child's life and Beths Grammar School is committed to ensuring that all its actions in respect for a child are compatible with this aim. All positions are subject to a DBS enhanced disclosure check. Applicants must complete the school application form and in line with 'keeping children safe in education' and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. All shortlisted applicants will be required to complete a Self-Disclosure form prior to interview.