**Job Title:** Marketing & Resources Assistant

**Salary:** Grade 2

**Hours of work:** 37 hours per week TTO

**Responsible to:** Director of School Improvement

**Post Objective:**

To assist the Director of School Improvement with all aspects of internal and external Promotion, Public Relations, and Communication work.

To provide an efficient and effective learning resource service to all staff within the school.

**Duties, Responsibilities and Key Tasks:**

* To lead on the provision of graphics for the school, expertly using ICT programmes such as desktop publisher and photo shop to design and produce of school publications including brochures, booklets, handbooks, forms, posters etc.
* Supporting the Director of School Improvement in maintaining effective public, media, and community relations, producing and distributing news releases and e-newsletters sharing details of school events and student achievements.
* Being responsible for all aspects of the school’s social media strategy and its implementation to engage and inform, parents, students and the wider community with an in-depth understanding of the importance privacy settings to maintain high standards of communication.
* Support the management of the schools website, ensuring an up to date and well maintained system.
* To lead on all aspects of visual displays, ensuring these are current and up to date, directing the Teaching & Learning Technician accordingly.
* Supporting the implementation of the Alumni communications programme by maintaining an Alumni Database, including inputting data, recording changes and producing mail merges.
* To create a well-run learning resource room, creating high quality outputs for learning.
* Operating an efficient system for receiving and distributing photocopied materials, ensuring effective communication with staff and that deadlines are met.
* Ordering and receipt of goods in connection with the photocopiers, checking invoices and passing for payment.
* To work as part of the Resource Team, providing reception cover where necessary and having an understanding of the service on offer to staff from the team.
* Perform any task or duty under the reasonable direction of the Director of School Improvement.

The responsibilities of the post may be reviewed and modified in light of the needs of the academy. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

Note: It is expected that all post holders at Magnus Academy take part in training opportunities provided as part of their continued professional development and that any gained time to be taken in lieu.