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| **Job Profile** |
| **Senior Communications Technician****Salary: £10.71 per hour, Grade G, point 22****37 hours per week, 41 weeks per year** Usual hours of work 7.30am - 3.30pm, Monday to Thursday, 7.30-3.00pm FridaysWorking during school terms, plus 10 days of the school holidays |
| **Purpose of role:** to provide a comprehensive printing, publishing, copying and communication service for students, staff and parents.   |
| **Key Tasks*** Supervise all print room services (photocopying and printing, laminating, binding etc)
* Layout and produce all in-house publications
* Maintain stocks and supplies for efficient print room function
* Administration of student data
* Prepare and send communications to parents, students and staff
* Oversee and maintain websites
* Supervise print room technician
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| **Person Specification*** A highly organised individual who is able to effectively prioritise a demanding workload
* Good general education, including GCSE English at grade C or above
* Sound IT skills (knowledge of Adobe Creative Suite would be advantageous) and an aptitude to learn new skills
* A keen eye for detail and accuracy
* Able to work accurately at pace and to strict deadlines
* Team player with good interpersonal skills
* Experience of supervision of staff would be an advantage
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| ***Kingdown School is part of the Acorn Education Trust*** |

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