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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 Fridays  Working 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 |
| **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 |
| ***Kingdown School is part of the Acorn Education Trust*** |

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