

# JOB DESCRIPTION

GRAPHIC DESIGNER	
Reporting to (RHS line manager)	Director of Communications
Hours per week / weeks per year	37 hours per week / 52 weeks per year
Salary band / pay point	£18-22K
Employment status	Permanent
Purpose and objectives of role	The Graphic Designer will be part of a busy and proactive marketing, admissions and development team but would also work on projects for other departments across the school.
Key areas of responsibility, tasks and duties	<p><b>Promote and safeguard the welfare of the children and young people with whom you come into contact</b></p> <p>The Graphic Designer will need to be able to manage a number of projects at the same time and plan own workflow to meet deadlines. Working closely with the schools reprographics department as well as external print and digital media suppliers.</p> <p>The Graphic Designer is responsible for:</p> <ul style="list-style-type: none"> <li>• Managing the schools creative identity and style guidelines</li> <li>• Working to briefs, understanding the requirements and solving problems effectively and creatively within these guidelines</li> <li>• Design of major publications including the annual school magazine, music programme, academic brochures, recruitment adverts and job descriptions and other external facing literature as well as other documents as agreed by the Director of Communications</li> <li>• Managing the school's digital photo and film library as well as other content for creative use</li> <li>• Assisting with school website and other digital platforms where required.</li> </ul>
USP benefits challenges opportunities	<p>This is a role with high degree of responsibility requiring flexibility and adaptability. The confidential and sensitive nature of a significant proportion of the work demands tact, discretion and diplomacy. The unique status of the school provides variety and interest, while changes in organisational structure and culture mean procedures need constant monitoring and revision. There is opportunity to shape procedures and contribute to organisational effectiveness and business success.</p>

Person specification:		
	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> <li>A foundation degree, HND or degree in Graphic Design or other visual art subject</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Specialist knowledge and skills	<ul style="list-style-type: none"> <li>Experience of working with the Adobe Creative Suite</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Interpersonal and communication skills	<ul style="list-style-type: none"> <li>Able to work as part of a team</li> <li>Able to work on own initiative</li> </ul>	
Relevant experience	<ul style="list-style-type: none"> <li>1-2 years hands on experience</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Additional requirements	<ul style="list-style-type: none"> <li>A creative mind-set</li> <li>Excellent work flow management</li> <li>Must dress in and present a conservative, professional manner in keeping with the culture of the school</li> <li>Must be able to demonstrate attention to detail</li> <li>Ability to multi-task, manage own time and prioritise</li> </ul>	