



### **JOB DESCRIPTION: Casual Displays Assistant**

**Grade:** ME 3 FTE £18,105 - Hourly rate £9.92 per hour

**Responsible to:** Marketing & Administration Assistant

#### **Job Purpose:**

- To assist and support the Marketing & Administrative Assistant in ensuring that the presentation of all aspects of the school is to a high standard and supportive of learning
- To contribute to supporting and maintaining the brand image, guidelines and values of the school in a consistent manner

#### **Hours of work:**

- To be agreed on a casual basis. Main hours between 9am - 5pm. Some work may be available in the school holidays

#### **General Duties**

To contribute to the design and maintenance of high-quality display boards across the school including:

##### **Classroom Display Boards:**

- To produce display materials for classrooms including researching, designing, printing and construction
- To liaise with staff on topics to use for display boards
- To design displays and construct them for classroom teachers as requested
- To assist students in producing relevant displays as requested

##### **Corridor Display Boards:**

- To assist in planning, designing and producing high quality displays in the corridors throughout the site
- To assist in maintaining the display boards to a high standard throughout the year
- To assist in producing and maintaining displays in reception areas
- To design foamex display boards or wall transfers when appropriate to replace existing display boards

##### **Celebrating Achievement:**

- To assist in ensuring that best practice of student work is displayed throughout the school – both actual student work and photographs of work / achievement
- Supporting Heads of House and Sixth Form Staff in maintaining and producing student achievement boards for each of the 4 houses and the Sixth Form as requested
- Producing and maintaining display board areas for the governors as requested

**Additional**

- To keep a log of current displays and lifespan to ensure displays are kept up-to-date and in good condition
- To assist in ordering display materials when needed
- Producing and/or updating exhibition or display stands as needed including roller banners and foamex boards.
- Producing display materials which are consistent with the school's branding, values and ethos.

**Personal Responsibilities:**

1. Playing a full part in the life of the school community, supporting its distinctive mission and ethos to encourage staff and students to follow this example
2. Actively promoting school policies and procedures
3. Responsibility for own continued professional development
4. Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.
5. To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
6. Attending meetings scheduled in the school calendar punctually
7. Adhering to the School's Safeguarding Policy

**Notes:**

- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher