**Stepney Green**

**Maths, Computing & Science College**

**Job Description**

**Designation:** Media Resources Assistant

**Department:** Media Resources

**Responsible to:** Media Resources Officer/ SMT line manager

**Scale 4 point 18:** £20,460 (AYR)

**Purpose of Job:**

To provide an audio visual support service to the school curriculum and administration.

Updating information on the school’s website and Virtual learning platform.

**Main duties and responsibilities:**

**At the direction of the Media resources Officer the Resources Assistant will:-**

1. Ensure proper functioning of resources equipment having received appropriate training and guidance.
2. Design and produce print materials for teaching & learning and administration including print finishing (i.e. laminating, binding, etc.).
3. Operate and perform first line maintenance of reprographic equipment.
4. Maintain the chargeback /monitoring facilities used by the department.
5. Give assistance and training to staff using the department.
6. Recording of school events, using video or photographs, in school or at off-site venues.
7. Give assistance with the creation of displays around the school and in classrooms.
8. Give assistance with the creation of digital displays for marketing.
9. Give assistance with the day to day management of the Media Resources area and the digital spaces, such as the website and virtual learning environment.
10. Assist with maintaining an atmosphere conducive to learning in consultation with the Media Resources officer
11. Update the information on the school’s website on a half-termly basis.
12. Liaise with managers of each website section on half-termly basis to ensure up to date and relevant information at all times.
13. Ensure all key events are loaded onto website.
14. Record a virtual check on all social media outlets for any inappropriate or wrong information shared about the school.
15. Perform Other administrative duties as required
16. Perform other duties commensurate with the post as directed by the Media Resources Officer and designated SMT line manager.