



WOLVERHAMPTON GRAMMAR SCHOOL

GRAPHIC DESIGNER

Permanent, part time role – 22.5 hours per week
(work pattern to be agreed)

PROVIDING AN EDUCATION THAT TRANSFORMS LIVES AS WELL AS MINDS

Wolverhampton Grammar School is one of the oldest schools in the country, founded in 1512. As a selective and co-educational independent school for pupils aged 4-18 years, it enjoys an outstanding reputation. This is your opportunity to join an award-winning, nationally recognised and forward thinking School.



We are seeking an experienced and talented Graphic Designer to join our busy Marketing and Admissions department at Wolverhampton Grammar School. Located in a friendly shared office, our team manages all aspects of marketing, communication, PR, and design, playing a vital role in brand awareness, pupil recruitment, and support for parents and alumni.

The ideal candidate will have a keen eye for design, excellent creativity, and the ability to produce engaging visual content that aligns with our school's brand and values. This role offers the opportunity to contribute to various projects, including marketing materials, event promotions, digital media, and internal communications.

Full details and an application pack can be downloaded from www.wgs.org.uk, or can be obtained by contacting Miss Carrie Clines by phone: on 01902 421326 or by emailing: recruitment@wgs-sch.net.



CLOSING DATE FOR APPLICATIONS: TUESDAY 5th AUGUST 2025

INTERVIEWS WILL BE HELD WEEK COMMENCING 11th AUGUST 2025



INTRODUCTION TO WOLVERHAMPTON GRAMMAR SCHOOL

Wolverhampton Grammar School was founded in 1512 by Sir Stephen Jenyns to provide a "good, moral education" for the children of Wolverhampton.

Although that same impulse motivates us today, children now join our School community from across Wolverhampton, Staffordshire, Shropshire and the wider West Midlands region. We partner with a range of local and national organisations to deliver a rigorous education both within the classroom and outside the School. These associations include the prestigious Merchant Taylors' Company where our founder was twice elected Master.

Over 500 years later, Jenyns' school is now an award-winning, successful co-educational independent school with a national reputation and an alumni community that spans over 30 countries.

Our Compton Road campus, located to the west of Wolverhampton spans over 25 acres, with stunning architecture offering a reminder of our School's rich history. The large school hall, affectionately known as "Big School" by our staff and students is a well known local landmark and reminder of our long, successful heritage.

National award winning and judged "Excellent" in all areas by the Independent Schools Inspectorate, as the leading independent school in the city we enjoy an outstanding reputation and put the wellbeing of our staff and students at the heart of everything we do.



77%

Grade 9-6 (A*-B equivalent) awarded at GCSE



Outstanding Educational Partnerships

70%

A* to B grades awarded at A Level



Talk Education Awards Finalist



A school community that inspires openness, trust and mutual respect

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For more information about the School and to download the job description and application form, visit www.wgs.org.uk or contact Carrie Clines telephone: 01902 421326 or email: recruitment@wgs-sch.net

JOB DESCRIPTION: GRAPHIC DESIGNER

Contract/Hours of Work:

22.5 hours per week, working pattern to be discussed. Option for term time only plus 14 days.
Permanent

Pay:

Competitive dependent on experience and skillset.

Line Manager:

Director of Marketing and Communications

We withhold the right to withdraw this role at any point before the closing date if a suitable candidate is found.

Key responsibilities

In this role, you will report to the Director of Marketing and Communications and collaborate closely with the Admissions Registrar and Admissions Officer. As a creative professional, you will be confident in creating new concepts and used to producing exceptional work with a strong portfolio to prove it. You will be experienced with creating a visual language from identity and guidelines, producing collateral for both digital and print channels.

You will take front-line responsibility for managing the design, production, and continuous improvement of print, online, and multimedia communications for the school. Your projects will range from professionally printed promotional materials to in-house communications. Your efforts will focus on driving engagement, sharing school achievements, and promoting events to current and prospective students and families.

Design

- Lead with the creation of design concepts for a range of projects with guidance and support from the Director of Marketing and Communications
- Develop and design creative visuals for print and digital platforms (brochures, newsletters, social media, website content, event posters, and more)
- Create engaging designs that appeals to students, parents, staff, and the wider community.
- Work with the Director of Marketing and Communications to design a yearly magazine (Wulfrunian), bi-annual magazine (The Independent), school literature such as the prospectuses, on and offline press activity and promotional outdoor media etc
- Support teaching staff with the creation of on-brand print and digital marketing materials including brochures, booklets, flyers, invitations, presentations, newsletters, posters, on screen graphics
- Create social media branding assets for Instagram, LinkedIn posts, Facebook, TikTok reels etc
- Support the creation of multi-media content including audio, still images, animation, video, to ensure the school's social media and website is as appealing and interactive as possible
- Liaise with print suppliers to ensure all our promotional materials are produced to the highest standards
- Manage multiple projects simultaneously while meeting deadlines and ensuring high quality
- Maintain strong brand consistency and act as a brand ambassador

Wider Team Support

- Provide support to the marketing team generally in promoting the school and dealing with enquiries, including helping at school events as required e.g. Open Day
- Develop close working relationships with faculty and professional support staff across the school
- Liaise with external agencies
- Update forms and policies
- Other administrative duties as directed by the Director of Marketing and Communications

JOB DESCRIPTION: GRAPHIC DESIGNER

General Duties

- To participate in the school's staff appraisal system as appropriate
- To take responsibility for promoting and safeguarding the welfare of children and young people
- To present the best possible image of the school in general, and in all contact and communications with the general public, visitors, parents, students, customers, suppliers and all other external organisations.
- To undertake training and staff development as needed and as determined by the school management.
- To undertake such other duties, commensurate with the post, which your manager, or other members of the Senior Management Team may reasonably and occasionally require, including working evenings and covering for absent colleagues.

School Policies and Procedures

- To adhere to all school policies and procedures, especially those relating to Students, Health and Safety, Equality of Opportunity and Human Resources, and the Financial Regulations and Procedures

You may also be required to undertake such other comparable duties as the Head requires from time to time.

PERSON SPECIFICATION: GRAPHIC DESIGNER

Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential These are qualities without which the Applicant could not be appointed.	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	Method of assessment
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <p>Good general level of education, preferably to degree level in similar field</p>	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <p>Strong knowledge of design</p>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <p>At least three years' design experience preferably within education or a related field</p> <p>You will have a strong portfolio and have created content across a wide range of media and organisations</p> <p>You will have worked as part of a high performing team or as the sole design resource</p> <p>Solid experience in Adobe Creative Suite applications including Photoshop, InDesign, and Illustrator</p> <p>Demonstrable experience of using a Mac and common Mac applications</p> <p>Professional use of social media and creation of social media assets</p> <p>Confident user of Microsoft 365 applications</p>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <p>Experience of creating and editing as appropriate promotional video content</p> <p>Good working knowledge of Adobe Premier Pro</p> <p>Copywriting experience</p> <p>DSLR camera knowledge</p> <p>Knowledge of typography, colour theory, layout principles</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Assessment post interview</p> <p>Professional references</p>
Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <p>Creative new ideas and design concepts</p> <p>Ability to prioritise and escalate work schedules</p> <p>Ability to uphold and work within brand guidelines</p> <p>Able to work under pressure</p>	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <p>Able to communicate effectively at all levels of the organisation</p> <p>Good proof-reading skills</p> <p>Awareness of design trends, but able to create timeless work when needed</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

PERSON SPECIFICATION: GRAPHIC DESIGNER

Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <p>A confident designer, with an eye for detail and presentation, whilst being receptive to feedback and able to handle input from members of the team</p> <p>Awareness of design trends, but able to create timeless work when needed</p> <p>A willingness to keep up to date with trends and enjoy sharing ideas with the wider team</p> <p>Advanced IT skills with particular knowledge and experience of using design software</p>	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <p>Previous website design experience would be advantageous</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <p>You can work quickly and accurately under pressure and possess strong project and time management skills</p> <p>You have a keen eye for detail and a personal standard that ensures your work is always delivered to the highest level</p> <p>Ability to work well in a team</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</p>	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <p>Willingness to be involved in the wider life of school</p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>