



The Petchey Academy

Post: Multimedia Designer and Reprographics Assistant

Remuneration: Scale 6, Point 18 - 20 £32,418 - £33,510 FTE

Status: Permanent, Full-time, 52 weeks

Hours: 8:00 - 16:00

Job Purpose

To provide a comprehensive media resources service to the school through the production of an extensive range of quality materials. To oversee and manage whole school displays.

Content Creation and Management:

- Plan for, source, and collate information and photographs from staff and students.
- Maintain a consistent 'house style' and brand for school publications.
- Design, model, develop, and produce key publications, such as student planners, brochures, and prospectuses.
- Create and manage advertising and marketing materials, including community adverts, newspaper adverts, and banners.
- Proofread all documents prior to printing to ensure accuracy and quality.

Display and Visual Communication:

- Design and produce schedules, rotas, and essential information for display, including health & safety, directions, and classroom information.
- Develop printed display materials for classrooms and school-wide displays, ensuring content is up-to-date and relevant.
- Manage digital display materials for screens, maintaining appropriateness of content and ensuring a dynamic and fresh presentation.

Web and Social Media Management:

- Update and maintain all website content, including news, event information, and other relevant updates.
- Ensure the school's website and social media platforms promote a positive image and effectively communicate key information to visitors, students, parents, and staff.
- Follow web accessibility guidelines, safeguarding policies, and data protection regulations to ensure best practices.

Multimedia Creation:

- Produce and arrange multimedia content, including videos, presentations, and photographs for various school events and activities.
- Create video projects for classroom and wider use, enhancing the school's multimedia presence.

Reprographics and Printing:

- Provide a cost-effective and customer-focused reprographics service to the school.
- Undertake the design and production of media materials, such as posters, leaflets, banners, and certificates.
- Operate and maintain a range of equipment, including photocopiers, binders, laminators, and printers.
- Manage the stock levels of inks and paper within budget, ensuring best value.

Collaborative Support and Training:

- Liaise with internal staff and external agencies to coordinate design projects and procure services.
- Train staff in the arrangement and mounting of displays and the use of reprographic equipment.

- Support teachers in the production of classroom resources through design and desktop publishing services.

Archive and Data Management:

- Archive all printed materials and electronic equivalents for future use and reference.
- Manage an archive of photos and events made available via the website.
- Ensure student safety, consent, and appropriate content for online published materials.

Additional Responsibilities:

- Assist with the production/commissioning of bespoke videos and presentations for specific events.
- Take official photographs for new staff and student ID.
- Provide support with bulk printing, such as booklets, exam papers, and parents' evening materials.

General Duties:

- Regularly interact with staff at all levels, providing multi-media design and reprographics services, and offering advice and guidance on printing and copying equipment usage.
- Act as the first point of contact for third-party support providers and liaise with external agencies and service providers.
- Make decisions within established policies and procedures, escalating issues to the line manager when necessary.
- Adapt to varying work demands and potential interruptions, ensuring deadlines are met effectively.

Qualifications and Requirements:

- Proficient in graphic design, desktop publishing software, and MS Office/Google products.
- Strong attention to detail and excellent proofreading skills.
- Knowledge of web accessibility guidelines, safeguarding policies, and data protection regulations.
- Demonstrated ability to manage multiple projects simultaneously and meet deadlines.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.

If you possess the creativity, technical skills, and enthusiasm to contribute to our school's marketing efforts, we invite you to apply for this exciting opportunity as a Multimedia Designer and Reprographics Assistant.

EQUALITY AND DIVERSITY

The Petchey Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and his or her contribution to the learning process will be valued. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

The Petchey Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. All shortlisted candidates will be subject to an online search in accordance with Keeping Children Safe in Education guidance. A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

Person Specification

Qualifications and experience

1. A recognised relevant qualification, at Degree level, or equivalent experience in relevant field
2. Recent, relevant, certificated training (desirable)
3. Experience of working in a secondary school environment (desirable)
4. Has knowledge, skills and experience and the appropriate behaviour required in relation to relationships with students.
5. Successful experience in providing creative solutions and initiating new ideas in graphic design and digital media.
6. Evidence of impact of own/team's design and communication
7. Proven ability to lead and manage projects and/or teams
8. Proven ability to deal with a variety of simultaneous projects
9. Experience of using a range of creative systems and software, including Adobe, for design/production of print and digital media products.
10. Experience of using and updating websites and social media platforms
11. Some experience in providing creative solutions and helping to initiate new ideas in graphic design and media presentation

Knowledge

12. Proficient use of applications/software such as Adobe Creative Suite, MS Word, MS Excel, MS PowerPoint and CMS web content platforms (specifically WordPress and Joomla)
13. Successful experience of working in a busy educational and/or creative environment

Skills

14. Experience of providing a service, meeting agreed deadlines
15. Experience of dealing with suppliers, placing orders and keeping accurate records
16. Working knowledge of relevant legislation, including Health & Safety and Copyright
17. A positive "can-do" attitude and ability to solve problems
18. Ability to communicate effectively with staff at all levels
19. Ability to plan and prioritise own work, to work independently and as a valued member of a team
20. Ability to work within agreed service level agreements and frameworks and to keep accurate records
21. Commitment to team work
22. Commitment to the protection and safeguarding of children and young people

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