



TALBOT HEATH SCHOOL

ROLE TITLE:	REPROGRAPHICS & MEDIA ASSISTANT
REPORTS TO:	REPROGRAPHICS, WEB SITE & MEDIA MANAGER
LOCATION:	Talbot Heath School – Rothesay Road, Bournemouth
HOURS OF WORK:	22.5 hours per week, 36 weeks pa
Work Office:	Main school

Job Purpose:

To assist Teaching staff with photocopying, laminating and binding. To help producing display materials and display boards for teachers. To produce A1 posters and signage when required. Record and edit TV programmes, CD's and DVD's.

To input and upload content to the school web site ensuring it is accurate, factual, engaging and informative, that it is constantly refreshed and provides calendar information for school and 3rd party use events.

Main responsibilities:

1. Photocopying, laminating and binding as per teachers requests.
2. Produce Display Board materials as per teacher requests and keep display boards maintained.
3. Record and edit TV, video, CD's and DVD's as requested.
4. Produce A1 posters and signage
5. Assist with updating of the school web site, content, accuracy and constant refreshing, so that it provides an engaging, informative communication platform for the school. Assist with the update of the ISAM's calendar ensuring accurate RSS feeds into the web site calendar.
6. Support to Teaching staff as required
7. Working within Health and Safety Guidelines
8. Any other duties as directed by the Reprographics & Media Manager