

	Job Description: Design, Display and Resources (DDR) Assistant	Scale: Scale 3 (proposed) Hours/Weeks: 36 hours/41 weeks (tbc) Updated: September 2016
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Person reports to:	<ul style="list-style-type: none"> • Business Support Team Leader (BSTL)
Person supervises:	<ul style="list-style-type: none"> • None
Purpose of Job:	<p>To provide assistance and support in the delivery of whole school support services in relation to:</p> <ul style="list-style-type: none"> • Publication and document design • Marketing, communications and public relations support • Reprographics services, reproducing reports, minutes, teaching materials and appropriate finishing • Upkeep of display and notice boards in faculty, reception and community areas • Photography and filming of key events • Supply and set up of equipment and resources for use in events, training and meetings

MAIN DUTIES AND RESPONSIBILITIES

1. Operational Duties

a) Reprographics

- Provide an excellent, responsive reprographics service, producing quality copying and a range of document formats.
- Operate reprographics machinery and finishing equipment, collate documents for compilation of reports, minutes, teaching materials, etc, recommending layouts or designs, as appropriate.
- Provide advice and guidance to service users regarding appropriate and cost effective reprographics techniques.
- Be first point of contact between the leasing company and the school for callouts and maintenance of copier machines.
- Maintain a log of callouts and issues and report to Facilities and Contracts Manager each half term.
- Ensure Follow Me© printers situated throughout the school are available for use by staff and students by making sure that printers are topped up twice a day with paper and toner is sufficient. Attend to faults as quickly as possible, advising the BSTL when a callout is necessary.

- Provide regular usage information to the BSTL for charging to curriculum and capitation budgets.
- Maintain a register of equipment and liaise with BSTL and Finance Manager regarding procedure for disposal of equipment.
- Assist the BSTL with completing requisitions and placing orders for consumables e.g. paper stocks.

b) Marketing and Public Relations

- Assist with the design and in-house production of promotional materials such as advertisements, flyers, posters, newsletters, tickets and invitations for both internal and external audiences, as directed.
- Support the BSTL and DDR Officer with arranging in-house marketing and publicity materials by making recommendations to size, format and finish achievable on the school's copying equipment.

c) Visual Imagery

- Assist with taking of photographs and filming of staff and students for use on the SIMS database or marketing and publicity, as directed.
- Assist with creation of staff ID badges and Passes for students to use lifts, as directed.
- Assist with photography and/or filming at key school events, as directed.

d) Design and Display

Assist with the upkeep of display boards and notice boards, as directed.

e) Resources Management

- Assist with administering the booking system for meeting and event resources, such as PA and presentation systems (including remote controls) Large TV screen, display stands and standalone projectors.

2. Data Protection

- Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties, seeking guidance and clarification from the BSTL, as required.

3. Additional duties

- Maintain a high degree of professionalism, confidentiality, politeness, tact, sensitivity and awareness in relation to all duties undertaken.
- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Maintain high standards of professional behaviour and presentation.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in necessary training and staff development.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

London Borough of Newham – Lister Community School

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.



Person Specification and Selection Criteria

Scale 3

Design, Display and Resources Assistant

Updated September 2016

Essential	Essential/ Desirable	How the selection criteria will be assessed
Qualifications		
Educated to GCSE or equivalent level, including at least a C grade in English and Maths	D	Application Form
A creative arts and/or design technology qualification	D	Application Form
Relevant graphic design software package qualifications / certification	D	Application Form
Professional Experience, Knowledge and Understanding		
Experience of using reprographics equipment to provide a variety of documents (e.g. booklets, leaflets)	E	Application Form
Experience of working in an education setting	D	Application Form
Experience of designing and producing creative and engaging displays	D	Application Form
Experience of using desktop publishing/design software packages to develop and enhance publications and other documents (e.g. Photoshop, InDesign) to a high quality	D	Application Form
Experience of filming and/or photographing events	D	Application Form, Interview
Experience of setting up and operating presentation and PR systems	D	Application Form, Interview
Experience of using Microsoft Office and/or Google to produce a range of professional documents	E	Application Form, Interview, Test
Abilities and Skills		
Good IT skills, particularly in MS Word, Excel and/or Google,	E	Application Form, Interview, Test
Photography and/or video recording skills	D	Application Form
Proficient in the use of desktop publishing/design software packages	D	Application Form, Interview, Test
Ability to support the production of creative and effective design work and engaging publications	E	Application Form, Interview
Good verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality.	E	Application Form, Interview, Test
Good interpersonal skills	E	Application Form, Interview
Ability to work under pressure and meet deadlines whilst still being polite and reasonable	E	Application Form, Interview
Ability to maintain effective working relationships with students, parents/carers, colleagues and other stakeholders in the school community	E	Application Form, Interview
Ability to plan time effectively and to organise oneself efficiently (self-manage)	E	Application Form, Interview
Ability to work as part of a team	E	Application Form, Interview
Ability to demonstrate initiative	E	Application Form, Interview
Personal Qualities		
Attention to detail	E	Application Form, Interview, Test
A commitment to working in a busy school environment	E	Application Form, Interview
Flexible, motivated and committed to high standards of working	E	Application Form, Interview
Good attendance and punctuality	E	Application Form, Interview
Energy and enthusiasm	E	Application Form, Interview
Adaptability to changing circumstances and new ideas	E	Application Form, Interview
Professional approach to working	E	Application Form, Interview
Resilient and determined to achieve goals	E	Application Form, Interview
Committed to the ethos of the school	E	Application Form, Interview
Willingness to participate in further training and development opportunities offered by the school	E	Application Form, Interview
Willingness to be flexible and take on additional duties as and when required	E	Application Form, Interview
Equal Opportunities Awareness		
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	Application Form, Interview

A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	E	Application Form, Interview
A commitment to working in a flexible and collaborative manner with all members of the school community	E	Application Form, Interview
Child Protection and Safeguarding Awareness		
An understanding of child protection and safeguarding matters	E	Application Form, Interview
A commitment to safeguarding and promoting the welfare of young people	E	Application Form, Interview