



JOB DESCRIPTION

POST: Assistant Communications Manager
RESPONSIBLE TO: Communications Manager
SALARY SCALE: Scale 5, point 12-15
HOURS OF WORK: 35 hours per week

(This could be a Term Time Only or All Year-Round post with 26 days of Annual Leave)

Media:

- Design and produce materials for school events using Adobe Illustrator, Photoshop, and/or InDesign.
- Photograph or film school events, edit/format audio and video files, and maintain and prepare AV equipment for assemblies/events.
- Keep records of media resources equipment, ensure proper functionality, and handle issuance.
- To obtain quotes and order media resources supplies via the school ordering process, including paper, laminating materials, multimedia equipment and any other media resources as requested, ensuring best value for the school.
- Collaborate with the Communications Manager to support and enhance the overall communication strategy of the school.
- Explore innovative ways to engage with the school community, through media/social media platforms
- Embrace the opportunity to bring fresh ideas and creativity to the role, contributing to the continuous improvement of media and communication initiatives.
- Provide valuable input to the school's digital presence and online platforms, aiming to create dynamic and engaging content.

Reprographics:

- Manage inquiries and reprographic duties for all school stakeholders.
- Monitor and maintain stock levels, order supplies, and ensure equipment functionality.
- Prioritise workload, meet deadlines, and provide support with reprographics equipment usage.
- Generate meter readings, report faults, and coordinate repairs for photocopiers and printers.
- Responsible disposal of printer and photocopier consumables.

Experience:

- Degree or similar qualification in film, video, media, or graphic design (desirable).
- Good knowledge of video editing techniques, photography, and associated media.
- Experience with various media formats and the ability to transfer information.
- Knowledge of Microsoft Office, Windows Movie Maker, Adobe Photoshop, Illustrator, InDesign and Premiere Pro.

- Effective communication skills and confidence in dealing with people at all levels.
- General knowledge of safety issues related to printing and reprographic equipment.
- Experience working in a school or college (desirable).

Other:

- Maintain a professional and tidy work environment.
- Uphold confidentiality and perform duties as directed by the line manager.
- Accompany students on educational visits if required.
- Deputise for other staff members in the main office in the event of absences and during the holidays (if all year-round).
- Act as a scribe/invigilator during examinations if necessary.
- Demonstrate a methodical and organised approach to work.
- Willingness to undertake relevant training for personal development.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Commitment to the school's Equal Opportunities Policy and Christian ethos.

Ideal for a recent university graduate looking to gain hands-on experience in a school environment before transitioning to a commercial role.

The duties outlined in this Job Description will be reviewed regularly with you, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility. It is not a comprehensive statement of tasks, but sets out the main expectations of the school in relation to your professional responsibilities and duties.

SIGNATURE OF EMPLOYEE

Print name: _____

Signature: _____

Date: _____