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**WOOLWICH POLYTECHNIC SCHOOL**

**JOB DESCRIPTION**

**Post: Media Resources & Marketing Officer**

**Hours: 0.800 – 16.00 -35 hours per week - Full Time**

**Scale 7 – 12**

**Salary £22,995 - £25,137**

**Purpose of the job**

To be responsible to the Business Manager for the management, development and organisation of the Media Resource Centre in order to effectively support the

teaching and learning of all students. In addition, to provide marketing resources for use in school and to promote the school to the local and wider communities.

To observe confidentiality at all times.

**Specifically**

1. To be responsible for the smooth running of the Media Resource Centre including an effective printing service to all members of staff.
2. To be responsible for the design, printing and display of marketing materials for use in the school community, including the school prospectus, student planners and booklets.
3. To be responsible for the design, printing and display of marketing materials to promote the school to the local and wider communities.
4. To photograph all new students for upload to SIMS.
5. To photograph all new staff and preparing ID cards
6. Preparing ID card for Year 12.
7. Responsible for photographing all school events.
8. Responsible for updating the school display boards in the corridors liaising with DHT.
9. To produce marketing materials through various software packages (Banners, leaflets, prospectus printing/design).
10. To provide external agencies with a printing service.
11. Responsible for ordering and replacing of toners for printers.
12. Responsible for day-to-day service of all printers/copiers on school premises.
13. Photocopy material for school use, including internal examination papers and other booklets and leaflets as required.
14. Photocopy students work as requested, ring bind assessment folders, laminate sheets and advise on the presentation and layout formats.
15. Finishing copied items by trimming, binding or laminating.
16. Work out timescales, costs and the number of copies required.
17. To ensure Media Resources stockroom is clean, tidy and fully stocked.
18. Responsible for school display/media resources budget and monitor expenditure.
19. To monitor copy output and report to the Finance Manager regarding costs of reprographics as required
20. Responsible for the cameras that are lent to staff for educational visits.

**Other duties**

1. Assist the general office when required (answering phone/envelopes etc.)
2. In discharging the duties of the post to have due regard to the provisions of the Health & Safety at Work legislations.
3. In dealing with members of the school’s community to be mindful, at all times, of the school’s Equal Opportunities policies.
4. To undertake any other duties as required and which are commensurate with the level of responsibility of the post holder.

**Selection Criteria**

1. Evidence of a good standard of literacy and numeracy

2. Competent IT skills with some knowledge of in-design and photoshop

3. To have a flexible approach to all duties undertaken

4. Ability to prioritise work, to act on own initiative and to work under pressure

5. Good inter-personal and organisational skills

6. Ability to communicate both orally and in writing with pupils, staff and parents

1. Willingness to attend training courses to enhance development and performance

**We value diversity and are committed to safeguarding and promoting**

**child welfare. The successful candidate will be subject to DBS and any other relevant employment checks.**

/AR June 2021