

## MAGDALEN COLLEGE SCHOOL

***We are committed to the protection and safety of our students  
and expect all staff to share this commitment***

### JOB DESCRIPTION

Post Title	Display Technician
Postholder	
Hours of work	20 hours per week, 39 weeks per year
Reporting to	Admin Manager
Specific responsibilities of the post	<ol style="list-style-type: none"> <li>1. To work with subject faculties to create stimulating, relevant whole school displays in accordance with the school display policy.</li> <li>2. To assist with display exhibition work both in school and in the community</li> <li>3. To ensure all displays are well maintained and running repairs are carried out when necessary.</li> <li>4. To organise a rolling programme to create/ update / refresh all communal displays / posters around the school to ensure content remains current and relevant.</li> <li>5. To use Photoshop, desk top publishing or similar to aid display designing.</li> <li>6. Use creative skills and resources to support in the preparation of displays/ posters for school events as required i.e. Open/ Options Evenings.</li> <li>7. To undertake reprographic duties including large print machines and banner printing for display use.</li> <li>8. To provide a photographic service for school marketing / new starters i.d.</li> <li>9. To assist in the smooth running of the department as directed by line manager.</li> </ol>
Responsibilities as a member of staff	<ol style="list-style-type: none"> <li>1. To ensure that the safety and welfare of all students is given priority at all times</li> <li>2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise</li> <li>3. To ensure an appropriate individual response to whole school priorities</li> <li>4. To engage actively in the Performance Management Review Process</li> <li>5. To implement all school policies</li> <li>6. To attend all meetings as directed</li> <li>7. Willing to act as First Aider and be First Aid Training</li> <li>8. Willing to act as Fire Marshall and undertake appropriate training</li> <li>9. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.</li> </ol>
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> <li>1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School</li> <li>2. Committed to ensuring the safety and welfare of all students at all times</li> <li>3. Committed to team work within all aspects of the school</li> <li>4. Proactive in terms of furthering their knowledge and skills</li> <li>5. To be able to act on own initiative and manage own workload</li> <li>6. Punctual for all commitments</li> </ol>

	7. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.	

Signed .....Post holder

.....Line manager

Date .....