



# SURBITON

HIGH SCHOOL

## Job Description

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| <b>Job Title:</b>        | <b>Graphic Designer</b>   |
| <b>Reporting Line:</b>   | Director of Marketing, Communications and Admissions  |
| <b>Coordinates with:</b> | Admissions and Communications Department<br>Vice Principal – Strategic Development of Learning and Teaching |
| <b>Start Date:</b>       | As soon as possible   |
| <b>Tenure:</b>           | Permanent, full time, Monday to Friday, 8.00am-4.00pm, 37.5 hours/week                                      |
| <b>Salary:</b>           | Competitive – Based on the Surbiton High School Pay Scale   |

The post holder's principal responsibilities will be to fulfil the graphic design requirements of the School, to support the marketing, admissions and teaching functions of the School.

The post holder should be a highly-skilled graphic designer with creative flair and a professional approach to time, costs and deadlines, with up to date knowledge on the latest design trends and should also have a good understanding of the importance of brand identity and brand guidelines.

The post holder will have at least 5 years' experience in both print and digital design and will be immersed in creative content across various multi-media channels including web, animation, brochures, programmes, posters and print adverts.

The post holder is required to be creative, energetic and pro-active, offering solutions, having the ability to work independently and to deliver on promises. You will need to be a credible ambassador to the School, and a good work ethic, flexibility, and excellent organisational skills are essential. You will need to be accustomed to working with different stakeholders and staff at all levels, and operating with purpose, integrity, enthusiasm, good humour and tact. The post holder should also be happy to support the overall communications department.

### Main responsibilities

- To develop high-calibre design work that promotes the work of the School and its staff, School publications, magazines, leaflets, flyers, booklets, invitations, certificates and other documents as required for Communication, Admissions and other departments within the School.
- To liaise with the Director of Marketing, Communications and Admissions, proof readers or external printers when appropriate, to ensure items are printed in good time and are of good quality.
- To ensure all print items produced by the School conform to house style.
- To work with the Communications, Admissions and other key teams on the production of the Schools' marketing materials.
- To promote/defend the vision and idea behind creative work to ensure the best outcomes.
- To manage workflow and staff expectations to ensure key priorities and deadlines are met, with an ability to prioritise a busy workload.

### Other responsibilities

- To be an active member of the Communications team and participate in team projects as needed and directed by the Director of Marketing, Communications and Admissions.



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- To contribute to whole school vision, strategy planning and review, ensuring that our core values remain central to decision making.
- To represent the agreed views of the Leadership Team to the School community.
- To provide encouragement, support and assistance to colleagues at all levels. Support the functions of the Communications team in their wider remit.
- To build and maintain effective relationships with the wider community to develop the reputation of Surbiton High School and the Communications Department.
- To play a full part in the life of the School community so as to support its particular vision and values.
- To carry out such duties as may be reasonably requested.



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## Person Specification

### **The successful candidate will be likely to fit the following profile:**

- Educated to degree level (or equivalent) in graphic design or a similarly related subject. The successful candidate will have good experience of working in a professional design role in a similar environment and will be proficient in Adobe Creative Suite, (Photoshop, Illustrator, In-design) as well as administrative software such as MS Office.
- Appreciation of the School as a business and an understanding of independent education are desirable.
- An understanding of, and belief in, the aims and ethos of independent education in general and a willingness to engage fully in School life.
- A 'can do' attitude, willingness to assist at all levels where required and persistence in following through multiple projects over long periods.
- An interest in design and creativity with a view to further enhancing their own work.

### **Personal Skills**

- Demonstrable creative skills in design, composition, typography and layout.
- Demonstrable experience of working with a diverse client portfolio.
- Good understanding of print processes and production.
- Have the ability to set objectives and priorities.
- Ability to plan, prioritise and meet deadlines whilst working under pressure.
- Keen attention to detail and high level of accuracy.
- Excellent organisational skills.
- Ability to project manage own projects and ensure timely delivery and equally work well as part of a team.
- Work in a professional and co-operative manner to build and maintain excellent relationships with stakeholders, service providers and colleagues.
- Demonstrate the ability to build rapport and interact with people at all levels, whether volunteers, direct reports or colleagues with competing demands on their time.
- A professional appearance and the social skills necessary to deal with a range of individuals with the confidence and stature to represent Surbiton High School, are of utmost importance.

Successful interview candidates will be expected to provide and discuss an extensive portfolio of their creative design work.



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## To Apply

Please apply online via the link on the TES or our School [website](#)

**Closing date for Applications:** 8.00am, Thursday 29 September 2022  
**Interviews to be held week commencing:** 3 October 2022

*Please note that the School reserves the right to appoint at any stage during the recruitment process.  
For any queries relating to the role or your application, please email [recruitment@surbitonhigh.com](mailto:recruitment@surbitonhigh.com)*



## The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Flexible Working
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



## About Surbiton High School

***We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.***

Surbiton High School is a friendly and vibrant community where people matter, results count and where a passion for excellence drives everything we do. We are a school with a real heart and soul, where we look beyond the A\* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has 1637 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: [www.surbitonhigh.com](http://www.surbitonhigh.com)



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## Additional Information

### **Equal Opportunities**

*Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.*

*In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.*

### **Eligibility for Employment**

*Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.*

### **Choice of Referees**

*We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.*



### **United Learning**

*United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.*