

**BISHOP HOGARTH CATHOLIC EDUCATION TRUST
JOB DESCRIPTION / PROFILE**

POST TITLE : GRAPHIC DESIGNER

BAND: 7 SCP 14-17

REPORTING RELATIONSHIP MARKETING, MEDIA & COMMUNICATION
MANAGER

JOB PURPOSE : Under the guidance of the Marketing, Media & Communication Manager design and create digital multi media artwork, combining sounds, pictures, graphics, video clips, virtual reality and digital animation for the Trust, individual schools, the Teaching School & Carmel Teacher Training Partnership (CTTP).

MAIN DUTIES/RESPONSIBILITIES

1. To write, manage and maintain websites within the Trust
2. Design, develop and create high quality creative graphics/marketing materials suitable for online and hard copy publication

ADDITIONAL RESPONSIBILITIES

1. Provide engaging and functional multimedia solutions to support marketing, recruitment and promotion of the Trust.
2. Support the delivery of Trust training sessions as required including the preparation of high quality presentations, graphics and videos
3. In conjunction with senior staff and the Marketing, Media & Communication Manager ensure websites are compliant in terms of design and content.
4. Ensure websites are current and the archiving/deletion procedure is adhered to.
5. Create all digital artwork with User Interface (UI) and User Experienced (UX) design to ensure inclusion and accessibility.
6. To provide audio/visual support for the Trust using a variety of hardware and software packages
7. Create and edit video multimedia projects for example End of Term Mass
8. Attend whole Trust and school events as required to provide technical and specialist support and guidance to senior staff.
9. Comply with the General Data Protection Regulations and liaise with the Trust DPO.
10. To carry out other relevant duties which may be requested commensurate with the grade of the post.

11. Support teachers in the delivery of specialist subjects eg computing, & multimedia presentations.

In addition the Post Holder is required to support the Trust in the following ways:-

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and other learning activities and performance development as required.
- The post holder must carry out his/her duties with full regard to the Trust's Equality Objectives in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
- To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL POLICIES, INCLUDING THE NO SMOKING POLICY.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.*

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION – GRAPHIC DESIGNER

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
Qualifications & Education	E1	HND qualification in relevant subject	AF,C	D1	Degree qualification in a relevant subject	AF/C
	E2	GCSE English, Mathematics, Grade A* – C or equivalent	AF,C			
Experience & Knowledge	E3	Experience of working with web design software and technologies, particularly Adobe Creative Cloud applications (InDesign, Illustrator, Photoshop etc) & Wordpress	AF,R,	D2	Experience of School Management Information Systems	AF,R,I
	E4		AF,R			
	E5	Ability to operate appropriate specialist equipment	AF,RI			
		Knowledge of content creation, copywriting, graphic design, web design & strategy, including the technical aspects of website design				
	E6	Ability to communicate via a range of social media	AF,R,I			
	E7	Knowledge of General Data Protection Regulation and	AF,R,I			

		understanding of confidentiality				
Skills	E8	Ability to relate well to children and adults	R,I			
	E9	Ability to be able to present information in a creative, logical and systematic manner	AF,R,I			
	E10	Ability to work successfully as part of a team	AF,R,I			
	E11	Ability to communicate both orally and in writing to a wide range of audiences	AF,R,I			
	E12	Ability to maintain accurate records	AF,R,I			
	E13	Highly IT Literate, capable of using numerous IT packages	AF,R,I			
Personal Attributes	E14	Willingness to keep up to date with technological and software developments. Research and participate in training opportunities	AF,R,I			
	E15	Ability to abide by College policies and procedures	R,I			
	E16	Willingness to support the Christian Ethos of the trust	AF,I			
	E17	Willingness to be a pro-active team player who relishes challenges and enjoys working in a busy, supportive environment.	AF,R			
Special Requirements	E17	Motivation to work with children	AF,I,R,D			
	E18	Ability to form and maintain	AF,I,R,D			

		appropriate relationships and personal boundaries with children				
	E19	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	AF,I,R,D			
	E20	Ability to meet deadlines	I,R			
	E21	Strong verbal and written communication skills	AF,I, R			
	E22	The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post	I			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	CRB disclosure

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references