

## JOB DESCRIPTION

<b>JOB TITLE</b>	Junior Graphic Designer
<b>DEPARTMENT</b>	Marketing
<b>LINE MANAGER</b>	Digital Media Coordinator

### SAFEGUARDING

*Forest School is committed to safeguarding and promoting the welfare of children.*

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

**NB** The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

### JOB SUMMARY:

The Junior Designer should be willing to be a key part of the School's support staff. They should be able to form good relationships with a wide variety of key stakeholders and be a proactive thinker. They should be aware of the importance of the Forest brand and heritage and be a guardian of our image and the safe and positive presentation of all Forest pupils.

### RESPONSIBILITIES:

- Day-to-day photography around all areas of school – this may involve proactive and opportunistic work along with following an agreed schedule. This may involve flexibility in working hours for evening and weekend events
- Editing, curating, storing photographs and ensuring that all safeguarding measures are followed
- Preparing photo selections for internal and external sources including the Warden, Director of Marketing and Admissions
- Assisting the Brand Guardian/Designer with photography selection from any external resources
- Liaison with other photographers for efficient support of all events
- Film making including short reels, interviews, series. These will be briefed by academic and pastoral teams across the School along with Marketing plans
- Design of internal brochures using Adobe, Canva and other platforms
- Handling all creative requests in line with brand guidelines – with taste, care and thought
- Support on social media – including Instagram, Facebook and LinkedIn. They may also advise specific departments and other members of the Forest family
- Support on the visual appearance of all marketing materials – editing, producing templates, adding final touches

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

- Support on all signage, banners, guides for events – liaison with our Events Director and Registrar
- Support on the archive and other alumni and development led initiatives
- Support of all the Marketing initiatives and daily tasks
- Upskilling and training to support the department with new platforms and opportunities
- Contribution to digital strategy including ads, advertorials and other content

## **GENERIC DUTIES AND RESPONSIBILITIES**

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

### **Pastoral Responsibilities**

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

### **Safeguarding**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

### **Health and Safety**

- Be familiar with and implement all School Policies and Procedures.

### **Other Professional Duties**

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

- Notify their Head of Department and the Absence Managers as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

## FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

## TERMS OF EMPLOYMENT

Category	Details
Contract Type	Full time
Working Hours	<p><b>Term time hours:</b> 08:00 - 17:00, Monday – Friday. The School is fully operational between the hours of 8.00 am and 6.00 pm during term time.</p> <p><b>School holidays working hours:</b> 08:30 – 15:30</p>
Holiday Entitlement	The post holder will be entitled to 30 days annual leave.
Additional Details	<ul style="list-style-type: none"> <li>• Requirements to work occasional weekends and evenings for school events. The post holder will be expected to attend Open Morning and all staff InSET and Admissions days.</li> <li>• Support staff are enrolled into a defined contribution scheme.</li> <li>• Staff are required to make a minimum contribution into the scheme, amounting to 5%. The school will make a graduated employer contribution, based on length of service.</li> <li>• Free lunches during term time and when working during the school holidays. Refreshments available in the Common Room throughout the day.</li> <li>• Discounted membership of the Sylvestrian Leisure Centre.</li> <li>• Assistance obtaining a parking permit.</li> <li>• Employer death in service benefit</li> <li>• Support with extensive CPD opportunities</li> </ul>

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.