

Advertisement

Digital Marketing and Reprographics Administrator

Salary: BG6, between 20 and 30 hours per week (exact hours flexible), term time only, FTE £25,989, actual £12,285 (20 hours) to £18,429 (30 hours).

Bridge Learning Campus is looking to appoint a **Digital Marketing and Reprographics Administrator**.

What We're Looking For

This role will suit someone who brings either hands-on experience in digital marketing or transferable skills and enthusiasm to grow quickly into the role. Whether you've previously managed social media channels, produced digital content, supported marketing projects, and worked with design and publishing tools, or you're confident you can apply your experience in these areas gained outside of the workplace, you'll find plenty of scope to develop. It's a great fit for someone who enjoys variety, is comfortable balancing online communication with practical production tasks, and is ready to contribute to a polished, professional and engaging presence for Bridge Learning Campus across both digital and printed media.

Key Responsibilities

- Overseeing social media platforms such as Facebook and Instagram, including creating engaging content and proactively seeking out stories from within the school community
- School website management; keeping the website up to date, with news, policies and information
- Producing regular templated newsletters using digital publishing tools like Canva, Adobe InDesign and Photoshop
- Collaborating with our contractors to regularly update and maintain the school's image and brand
- Establishing and maintaining professional relationships with key individuals and organisations at both a local and city level
- Assisting in the development and implementation of the schools overall marketing plan
- Providing an efficient and up to date reprographics service with the production and delivery of high-quality learning materials and resources
- Performing professional document finishing, including booklet making, laminating and guillotining
- Acting as the first point of contact for printer repairs, performing basic troubleshooting and liaising with external service engineers for major faults.
- Carrying out any other duties consistent with the post

What We Offer

- Enhanced CPD, including access to professional networks across the Trust
- Paid induction and training suited to the role
- Confidential access to an Employee Assistance Programme
- Free parking
- Use of the Cycle Scheme
- Paid completion of a DBS check
- Flu vaccination vouchers
- Free eye tests (where the employee is desk-based)
- Where eligible, automatic enrolment to the relevant pension scheme
- Honouring of continuous service earned in the Local Authority

How to Apply

To apply, please read the 'How to Apply' section carefully in the Application Pack. If you have any questions about the role, or would like a discussion about how this role might suit your career plans, please reach out to recruitment@ampedu.co.uk

Key Dates

Closing date: Monday 20th April, 9am

Interview date: Friday 24th April

Start date: ASAP

Amplify Education Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory vetting checks, including an enhanced DBS disclosure.

How to Apply

To apply please complete:

- **Online Application Form**

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form, unless the advertisement states otherwise. Referees' contact details must be included. If you have any concerns about references, please contact our recruitment team on recruitment@ampedu.co.uk

- **A letter of application**

Add your letter of application to the end of the application form, or attach it separately, if this is easier. The letter of application should address how you are equipped to meet the person specification, showing us where your knowledge and experience, abilities and aptitudes, values and personal qualities will support you to carry out the job description. We are particularly interested in why you want to work in education, and why our trust. Most applicants write about two sides of A4 to show how they meet the person spec criteria.

Then send your application to recruitment@ampedu.co.uk before the closing date as written in the job advertisement.

Interview Process

After the closing date, short listing will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application.

If you are invited to interview, please let us know prior to the interview day if we can provide any access arrangements to enable you to perform your best at interview.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.

Job Description

Job title	Digital Marketing and Reprographics Administrator
Location	Bridge Learning Campus
Salary	BG6, between 20 and 30 hours per week (exact hours flexible), term time only, FTE £25,989, actual £12,285 (20 hours) to £18,429 (30 hours).
Reporting to	Lead Campus Administrator
Role Summary	<p>The role is fast paced and varied, requiring some who can jump between technical digital tasks and hands on administrative support.</p> <p>You will be responsible for capturing the daily life of our school & students via social media, and sharing this with the community, whilst providing an efficient reprographics service to staff.</p> <p>You will grow the school's presence across all social media platforms, actively seeking out content by visiting classrooms, attending sports fixtures, and capturing school events through photography and short videos, with an understanding of how to tailor content for maximum engagement.</p> <p>You will be expected to maintain the school website, ensuring the website is current, user friendly and reflects our brand identity, managing regular updates to news sections and events.</p> <p>You will collate and produce school news into a professional templated newsletter using digital publishing tools such as Canva, Adobe InDesign and Photoshop.</p> <p>Alongside the digital marketing duties, at the request of colleagues you will also provide an efficient and up to date reprographics service where you will support with the production and delivery of high-quality learning materials and resources.</p>
Working pattern	20 – 30 Hours Per Week, Monday to Friday, Term Time only plus Inset Days

Safeguarding

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Amplify Education Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.

Person Specification

Key: A = Application form, I = Interview

	Source of Evidence	Essential	Desirable
Qualifications and Training			
GCSE Grade C or higher in English & Maths	A	Y	
Qualification in a relevant field i.e. Marketing	A		Y
Relevant Experience			
Demonstrable experience leading and managing social media and marketing campaigns	A, I		Y
Excellent Graphic Design skills and experience using creative suites such as Adobe InDesign, Photoshop and Canva	A, I	Y	
Experience in identifying target audiences and devising digital campaigns that engage, inform and motivate action	A, I		Y
Knowledge of website analytics tools	A, I		Y
Strong analytical skills and data driven thinking	A, I	Y	
Previous knowledge of printing, document publishing work, and data imaging technology to include practical experience of reprographics machinery and publishing equipment.	A, I		Y
Ability to carry out regular, basic maintenance, including changing toner and safety checks on all reprographic equipment	A, I		Y
Abilities and Attributes			
Excellent IT skills including advanced knowledge of desktop publishing, Outlook, Word and Excel	A, I	Y	
Flexible, adaptable and positive attitude to working in a structured environment	A, I	Y	
An ability to establish good working relationships with a wide range of people including students and colleagues.	A, I	Y	
The ability promote and develop effective working with partnership organisations and external stakeholders	A, I	Y	
Ability to plan, review and carry out duties without supervision	A, I	Y	
Maintain confidentiality with both written and verbal communication	A, I	Y	
Skills of empathy, listening, communication and responding with appropriate language	A, I	Y	

Child Protection and Safeguarding

The Trust is committed to Safeguarding and Promoting the Welfare of all of its pupils and students. Each pupil/student's welfare is of paramount importance.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust. The policy can be found on our website: www.Amplifyeducation.co.uk

The five main elements of our policy are to:

- ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children
- raise awareness of child protection issues and equip children with the skills needed to keep them safe
- develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support pupils who have been abused in accordance with the agreed child protection plan
- establish a safe environment in which children can learn and develop.

Safer Recruitment:

Amplify Education Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service clearance. Our policy and practice is in line with the Department for Education's 'Keeping Children Safe in Education' most recent Guidance.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, online checks, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

Fluency Duty

This role has been identified as falling within the definition of requiring fluency in spoken English. You will be required to speak English with confidence and be able to conduct a conversation and answer questions for extended periods of time using technical language where required.