



Ark Elvin Academy

Job Description: Visual Communication Co-Ordinator & Reprographics Administrator

Reporting to: Office Manager

Start date: ASAP

Location: Ark Elvin Academy

Contract: Full-time, permanent (36 hours per week)

Salary: Ark Support Staff Scale Grade 4, point 3 to 7 - £28,143 - £29,843 per annum

The role

The Visual Communication Co-ordinator & Reprographics Administrator is responsible for the smooth running of the marketing, display, communications, and reprographics service needs of the academy. Managing Ark Elvin Academy's branding and communications including major display areas the school website and social media.

This role includes ordering paper and materials, printing reports, billing departments for completed work, the day-to-day maintenance of copiers and other machines, liaison with service engineers, production, and delivery. The current range of services which the department provides includes photocopying, collating and binding booklets and provision of varied printed materials to departments. Creating digital medial branding publications, signage and maintaining academy displays and updating the website and social media platforms.

Key responsibilities

- Ability to use industry software, including Canberra, MS Office and Adobe Photoshop to create visual designs
- To maintain and manage the academies 'whole school' display areas.
- Keeping the school's website and social media up to date
- To display publicity material across the academy to enhance and maintain the school's profile
- To assist in the design, compilation, and layout of the academy's publications
- Create photo montages for celebration assemblies and events
- Manage the digital signage around the school
- Order resources to be used for whole school display purposes
- To provide reprographic support to academy staff by ensuring teaching resources are prepared on time for classroom use
- To provide workable systems and protocols for all users to work with to ensure fair and equitable access to resources

- To maintain and restock reprographic machines to ensure effective and efficient daily operations
- To provide expertise on efficient and best use of reprographic tools to ensure prudent use of resources.
- To provide billing information to all users to facilitate effective budgetary processes
- To liaise and negotiate with reprographic providers to ensure equipment and resources are maintained at an appropriate level
- To ensure that adequate reprographic supplies are monitored and maintained,
- To support the examinations administration by producing materials as required
- The post holder may be required to undertake other duties that are commensurate to the post holders abilities and position
- Fire Warden duties – ensuring that areas are evacuated promptly along with other members of staff
- Experience of photocopiers, laminators, and binders
- Ability to develop and maintain positive working relationships with other team members, staff and students
- Create and maintain a strong brand identity in line with network expectations and guidelines
- Designing signage and social media content and updating the digital signage around the school
- To raise the profile of the school through social media platforms
- To audit and maintain the academy website

Other

- Good social media skills
- Website management
- Social media management
- Copywriting and content management & GDPR
- Data analytics
- PR and corporate communications
- To undertake training and development relevant to the post and in line with the Academy's developing profile
- Undertake any other tasks as directed by the Principal or line manager
- Capability to work under pressure, whilst continuing to prioritise and perform effectively
- Willing to undertake appropriate courses of training
- Understand the needs of teachers
- Manage workloads effectively

Person Specification: Visual Communication Co-Ordinator & Reprographics Administrator

Qualifications

- Right to work in UK
- Maths and English GCSE at grade C or above
- Relevant qualifications in IT applications

Experience

- A working knowledge of reprographic machinery and process
- Experience of working in a similar reprographics role

Skills & Knowledge

- Ability to liaise with a range of stakeholders to provide effective solutions for all.
- Attention to detail, with an accurate and methodical approach.
- Ability to prioritise workload and meet deadlines.
- Awareness of safety issues as appropriate to the post
- Ability to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Highly prolific in all Microsoft Office packages, *Canberra*, Apple MAC and Photoshop

Personal Characteristics

- Able to follow instructions accurately, but make good judgments and lead when required
- Hard working, conscientious and detail orientated
- Effective team worker; helpful and friendly
- Adaptable, organised, and able to work with minimum supervision
- Demonstrates resilience, motivation and commitment to driving up standards of work and achieving excellence
- Approachable, flexible and calm with a 'can-do' attitude.

Other

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training.
- This post is subject to an enhanced DBS check.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred.