



Post: Graphic Designer

Prior Park Educational Trust

Prior Park Schools consist of Prior Park College, The Paragon School and Prior Park School Gibraltar. The College is an independent day and boarding senior school for 600 girls and boys. It occupies an imposing 50-acre site on Ralph Allen Drive in Bath, combining beautiful Grade 1 listed buildings with more modern, purpose-built facilities. The Paragon is a junior day school located on a 7.5 acre site in Lyncombe Vale, Bath. Prior Park Gibraltar, opened in September 2016 and is a senior day school. More information can be found at thepriorfoundation.com

The Role

This is a fantastic opportunity for an innovative graphic designer to join Prior Park Schools reporting to the Marketing Managers for Prior Park College, The Paragon School and Prior Park School Gibraltar.

The role of the Graphic Designer will involve:

- Designing and updating marketing literature and promotional material, including prospectuses, brochures, banners, livery, leaflets and signage
- Designing advertising, print and digital, and maintaining the annual schedule and delivery of advertising, advising the team of upcoming deadlines and liaising with external media buying company where necessary
- Managing external suppliers, print and production, to ensure products are delivered within deadline, to brief and ensuring high standards
- Liaising with teaching and support staff to support marketing and design requests, including music and drama production programmes, flyers, Order of Services, Speech Day and End of Year Celebration programmes and classroom displays.
- Taking photographs and filming, when required, to assist the marketing team
- Managing the photography database, including filing and archiving
- Acting as brand guardian, ensuring that all brand work is accurate, within brand guidelines and of the highest standard

The Graphic Designer will work independently as well as part of a team. Working to deadlines and multi-tasking will be frequent requirements of the position. Please note that this list is not exhaustive and other additional, reasonable tasks falling within capabilities of the post holder may be required, depending on the needs of the schools and as requested by the Marketing Managers. The graphic Designer will be mainly based at Prior Park College.

Professional Specification and Personal Attributes

This role will ideally suit a candidate with creative flair, meticulous attention to detail and a comprehensive grasp of digital image editing. Ideally educated to degree level and with experience in graphic design, you will also have experience in updating and maintaining websites.

The essential criteria for this role include:

- Creativity in design and a high level of attention to detail
- Fully conversant in Adobe Create Suite – specifically InDesign, Photoshop, Illustrator and Acrobat
- Working knowledge of all Microsoft packages
- Excellent print and production knowledge across a broad range of materials
- Experience of print specifying and dealing with suppliers
- Ability to proof read
- Excellent organisational skills
- Excellent time management skills; ability to work to deadlines and to multitask
- Ability to maintain confidentiality
- Ability to work in a team, independently and under specific direction.
- Experience as a photographer would be advantageous

Conditions

- This is an all year round part-time role. Hours to be 24 per week with some flexibility
- There is free car parking available on site
- During term time applicants are provided with free school lunch

Child Protection

Prior Park Educational Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way, which might be prejudicial to the School's interest. Information that may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.