

SUPPORT STAFF
JOB DESCRIPTION

ROLE TITLE	Display and Communications Assistant
CONTRACTED HOURS	35 hours per week
GRADE / SCALE POINT – SALARY	Grade 3, Point 7
REPORTING TO	Assistant Headteacher

INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

Under the direction/instruction of senior staff, provide a high-quality display and communications service to the whole School community.

KEY TASKS & RESPONSIBILITIES

Organisation

- To organise and maintain display in the school buildings
- To photograph staff and students for information/display purposes
- To prepare for events and assist in advertising
- To assist in production of school newsletter
- To format and design the electronic display software for information
- To update the school's website page

Key Tasks

Main Duties:

- Liaise with Heads of departments for displays in Celebration Hall, for stylize boards, bulletin boards and events
- Liaise with students and staff for tutor group and individual photographs
- Liaise with caretakers to organise siting of material
- Support Senior Leadership Team in display, publicity and signage
- Format and disseminate Newsletter copy
- Organise rotas for display and photography
- Manage orders for trophies and certificates
- Design headings, classroom displays and corridor displays according to our TGS in-house style
- To support Heads of House and Senior Leadership Team with trophies, crests, display boards

and setting up with logo cloth

- To display trophies, check returns of trophies and photograph trophy award winners
- To collate and design photograph montage termly for celebration assemblies at end of term
- To create, display and regularly maintain information on boards for House, charity, merits, enrichment, sports, PSHE
- To support with any Reprographics requirements as and when needed.

Responsibilities

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the overall ethos/work/aims of the school.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings as required.
6. Participate in training and other learning activities and performance development as required.

Continuing Professional Development

1. To take responsibility in conjunction with their line manager for their own professional development and to participate in staff training when provided.
2. Maintain a professional portfolio of evidence to support the Performance Management process-evaluating and improving own practice.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.

5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Headteacher or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
Technical or Specialist	<ul style="list-style-type: none"> General clerical / administrative work Appropriate knowledge of first aid Participate in development and training opportunities 	<ul style="list-style-type: none">
Literacy and Numeracy	<ul style="list-style-type: none"> Good level of literacy and numeracy Good keyboard / computer skills 	
Organisational	<ul style="list-style-type: none"> Ability to prioritise as needed and work in an organised manner 	
Equipment / Materials	<ul style="list-style-type: none"> Good understanding and ability to use relevant technology required 	
Interpersonal and Communication	<ul style="list-style-type: none"> Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these 	