



Blundell's

FOUNDED 1604

WORKING AT BLUNDELL'S ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title: Graphic Designer
Department: Marketing and Admissions
Report to: Director of Marketing and Admissions
Date: October 2024

ROLE

To create visually striking publications, images, infographics and multimedia presentations.

SUMMARY OF DUTIES

- Graphic design and print preparation
- Design high quality, print ready product publications
- Create visually engaging images and infographics for online platforms
- Create design solutions that communicate effectively within tight budgets
- Liaise with print suppliers
- Maintain brand consistency across all design projects and adhere to brand guidelines
- Manage multiple projects simultaneously and meet deadlines in a fast-paced environment
- Develop compelling social media graphics and content
- Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the School's health and safety policy, procedures and local rules.
- Any other duties as reasonably directed by Line Manager.

PERSON SPECIFICATION

Essential Qualifications and Experience

- Minimum of two years commercial experience
- Proficiency in Adobe Indesign, Adobe Photoshop and Adobe Illustrator
- Experience in designing publications, exhibition graphics and signage and preparing artwork for print as well as content for online platforms
- An ability to work quickly at times to produce graphics for social media posts
- A portfolio demonstrating your digital design experience, particularly in print and social media campaigns
- A great communicator with good time management skills
- Collaborative spirit with the ability to work effectively within a diverse team to ensure cohesive branding and messaging across all print and digital channels
- Eagerness to learn and adapt as needed

Desirable

- Experience or an understanding of working in schools, preferably in the independent sector
 - Editorial and people photography skills
 - Videography and video editing for online platforms.
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This is not an exclusive list of duties but gives an indication of the level of ability required. All employees will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of role description.

Signature: _____

Employee Name: _____

Date: ___ / ___ / ___