The Leathersellers’ Federation of Schools:

Media Resources Apprentice

Salary/Grade

Apprentice rate

### Reporting to

The Media Resources Apprentice will be directly responsible to the Media Resources Manager

Working time

35 hours a week, 39 weeks a year (term time only including 5 INSET Days)

#### Purpose of the job

To assist the Media Resources Manager in the design and production of Federation and school materials such as brochures, leaflets and typed documents.

To assist the Media Resources Manager in updating the Federation’s and school’s websites as required.

To provide technical support for the Federation’s Innovation Hub.

#### Key Functions

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Media Resources Manager. Please note that the post holder may be required to work outside of normal Federation working hours for extended Federation status activities, Federation events, meetings and emergencies.

Specific Responsibilities

***The main responsibilities of the post are to:***

* To assist in photocopying and duplicating learning, classroom, administrative and pastoral materials requested. To provide a variety of documentary finishes for example, laminating, collating, binding and stapling of materials for faculties.
* To assist in effectively managing high volume copy runs and the provision of more technical media materials in order to meet departmental and school deadlines.
* To assist in maintaining all reprographic equipment throughout the whole school.
* To assist in maintaining an inventory for all reprographic and media equipment throughout the whole school, ensuring appropriately accurate records are kept
* To assist in maintaining, ordering and managing stock for the media resource office’s print room.
* To assist in maintaining an accurate record of recharges for each department/budget holder.
* To assist in monitoring, quality and updating displays around the school
* To assist in the maintenance and management of audio/visual equipment, reprographic equipment and other electrical equipment.
* To provide technical support for the Federation’s Innovation Hub.

**General**

* S/he shall attend school events as required.
* S/he shall participate in Federation emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
* S/he shall arrange and provide training sessions for staff to ensure that they are aware of associated procedures and regulations.
* S/he shall attend training sessions and meetings as required.
* S/he shall keep up to date with developments and changes in associated legislation and guidance, and communicate information to colleagues as appropriate.
* S/he shall seek, consider, and act upon professional support and advice as required.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

S/he is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.

S/he shall uphold the school’s policy in respect of child protection and safeguarding matters.

S/he shall be subject to all relevant statutory and institutional requirements.

S/he may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All members of staff are required to participate in the school’s appraisal scheme.

**THE LEATHERSELLERS’ FEDERATION OF SCHOOLS**

**Media Resources Apprentice Person Specification**

Note to candidates

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked ‘S’ will be used especially for the purpose of shortlisting.

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| **Equal Opportunities** | An understanding and awareness of Equal Opportunities issues | S |
| **Education** | To have achieved as least a grade C at GCSE in both English and Maths | S |
| **Aptitude** | An appreciation of colour, detail and design  An interest in working in creative and digital design  An interest in working within the voluntary or public sector  Strong motivation and commitment to learn all aspects of the role and acquire new skills  An interest in practical work | S  S  S  S  S |
| **Skills and Abilities** | Excellent communication skills  To deal effectively by telephone, email and in person with a wide range of people  To use ICT effectively with the ability to learn and use design technology  Good knowledge of using Microsoft Word and Excel  Ability to work to deadlines  Experience of using a wide range of IT applications | S  S  S  S  S  S |
| **Circumstances** | Willing to work towards an appropriate Apprenticeship qualification | S |
| **Personal Qualities** | Undertake any other duties commensurate to the post as may be reasonably required  Adaptable and flexible | S  S |