



DRAFT JOB DESCRIPTION

JOB TITLE:	Digital Content Creator
GRADE:	Grade D / E
WORKING WEEKS/ HOURS:	52 weeks; 37 hours per week
TIMES WORKED:	8.00am–4.00pm Monday–Thursday, 8.00am-3.30pm Friday (some flexibility may be required)
BASE:	Wildern School – Block 6 IT Office

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: **Head of IT Support**

GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

The jobholder will be required to work between 3 sites. Wildern School, Boorley Park Primary and Deer Park Secondary. However, the daily base of operation is Wildern School. Flexibility with regard to working hours is required to support the Trust in some circumstances. This will not exceed the 37 hours in a working week.

JOB PURPOSE

The holder of this post will work under the day to day direction of the Head of IT Support. Qualities of flexibility and a willingness to provide quick and efficient service are required.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Take video and stills of school functions, lessons, productions.
- Create high-quality videos and images for Trust use.

- Liaise with external companies and suppliers as needed.
 - Maintain a record of expenditure.
 - Create newsletters and flyers.
 - Host training sessions with staff across the Trust on media creation.
 - Assist with Trust/School social media presence.
 - Assist staff across the Trust with graphic design projects.
 - Attend meetings with staff across the Trust to discuss projects.
 - Keep the Head of IT Support apprised of potential issues of concern.
 - Such other duties as may be reasonably allocated or directed within the purview of the post.
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NOTES

- The School and site is open between the hours of 6.00am and 10.30pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
 - Hours of work/designated lunch times may be subject to change for operational reasons.
 - All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
 - Holidays can be taken during term time. Dates will be agreed in consultation with the Head of IT Support/Assistant Headteacher/ Headteacher.
 - All Technical staff can be involved in external visits/training or consulting for other schools or organisations. The Headteacher will determine the amount and activity involved off site. These activities will be covered by LEA insurance as identified below.
 - Any school, WSICT business or institution, as identified by the Headteacher, is covered by the LEA indemnity insurance. Stolen equipment being transported by staff cars etc is covered by insurance unless it is left visible inside the car or you have been negligent with it. All equipment must be signed out prior to leaving school premises, this is a requirement for the LEA insurance.
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FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This post holder's IPP would be line managed and undertaken by the Head of IT Support.

Date Prepared:	8 th June 2022
Prepared By:	Head of IT Support

Date Reviewed:

Reviewed By: