



JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Graphic Designer

Reporting To: Director of Marketing

A. JOB DESCRIPTION

Job Purpose:

- To be the College's in-house designer and act as first point of contact for the design and production of print items.

Core Duties:

- Carry out design and typesetting of College publications, leaflets, flyers, invitations and other documents
- To liaise with the College's print room to ensure items are printed in good time and are of good quality
- To ensure all print items produced by the College conform to house style
- To work with the Director of Marketing and other colleagues on the production of the College's main publicity materials e.g. prospectuses
- To compile an audit/timetable of College documents which are printed regularly in order to facilitate forward planning of print requirements
- To work with departments across the College as required, particularly Information Services

Additional Duties:

- Any other reasonable duties required by the Director of Marketing relating to marketing generally

B. PERSON SPECIFICATION

Essential Qualifications and Experience

- Educated to at least 'A' Level or equivalent
- An appropriate qualification in graphic design
- Experience of working in a design or design/marketing environment
- Experience of working in a customer driven administrative environment
- Demonstrable experience of working with a diverse client portfolio

Essential Technical Skills (including computer packages, if applicable)

- Fully competent in InDesign, Photoshop and Illustrator
- Demonstrable skills in design and layout work
- Competent use of standard computer packages to include Word, Excel and Outlook

Essential Skills

- Excellent written and oral communication skills
- Good interpersonal skills with a diverse range of clients
- Excellent organisational skills

Personal Qualities

- Innovative and demonstrating creative flair
- Ability to act on own initiative within specified boundaries
- Proactive in pursuit of work to its completion
- Flexible in approach to work

C. OUTLINE TERMS AND CONDITIONS

Salary Scale: £30,000 pro rata

Working Year/Hours: 18.5 hours per week , term time only

No. of Days Holiday: 20 days per annum , increasing to 25 days after completion of 5 years' service. Holiday entitlement will be pro rated for part time and term time only staff and be paid.

Benefits: Membership of the Dulwich College Sports Club. Defined contribution pension scheme. A free meal is available at lunchtime in the College dining hall on weekdays.

References: The appointment is subject to receipt of references satisfactory to the College.

Police Clearance: The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Criminal Records Bureau.

Probation Period: 6 months. In case of illness during the probation period, statutory sick pay only will be applicable.

Period of Employment (if applicable): This is initially a fixed term contract for 12 months, to be reviewed at the end of the employment period.

Start Date: As soon as possible