



Excellence through Cultivating Character, Sharing Talents and Pursuing Innovation

Graphic Design Apprentice

Apprentice rate - £7.55 per hour – Actual salary £12,593

37 hours per week – 40 weeks per annum

Start date 01.09.2025

**(Fixed term position until completion of the qualification
with potential opportunities to make permanent)**

The Academies for Character and Excellence has twenty primary schools across Devon, Torbay & Somerset, making up a dynamic and innovative learning organisation.

We live our mission and return to this constantly to help guide every action. At the heart of all we do is the pursuit of excellence; we want to grow an exceptional Trust comprised of excellent schools. We are achieving this through our shared core values of collaboration, community, equity, and of course uncompromising excellence.

We are truly collaborative, and we work together within and across our schools to ensure that all our children and staff members achieve their potential. Together we work to create a full and rich curriculum offer allowing everyone to flourish - we translate our vision of excellence into our everyday practice. We are proud of our outcomes, but we aspire to achieve more than just academic excellence for our children. We also want our children to become healthy thinkers, curious explorers, caring citizens, knowledgeable participants and confident individuals.

We aim to serve our communities, and our schools make every effort to connect with families, local community groups and organisations to ensure that our children and families are nurtured, supported and provided with opportunities through our schools.

For the Trust, we are looking to appoint an apprentice whose focus will be on graphic design and are looking to recruit a person who has an interest in this field, is creative and innovative and has a keen eye for detail. We're looking for someone who is actively open to exploring and sharing ideas and who is enthusiastic about all things digital. You need to be a confident communicator, comfortable in expressing your opinion but also able to maintain an extremely professional attitude.

As a Graphic Design Apprentice, you will play a crucial role in the continued development of our Trust identity and professional presence as a forward thinking Multi Academy Trust.

You will work closely with our current external graphic design team who will offer mentoring and support. You will create and deliver Trust branded documentation and signage and support the development of school websites.

ACE take great pride in the quality and professional approach to the design of Trust information, signage and websites, and your role will be to continually strive to innovate, develop, and enhance these areas.

Main Duties and Responsibilities

- To initially work with the external graphic team with the preparation of Trust branded documentation.
- Liaising with key stakeholders and in particular the Central and Education team in relation to developing up to date literature.
- To be responsible for preparing Trust Powerpoint presentations to be used both internally and externally.
- To work with new schools in the delivery of their school signage, which will involve meeting the headteacher at their school and assessing appropriate requirements
- Creatively develop new logos for schools joining the Trust and supporting with the update of Trust documentation
- Work with the external graphic designer to support the development and update on Trust websites
- Creating and updating graphics for both print and digital outcomes.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Therefore, an enhanced DBS clearance is required for this post.

For further information, please contact our HR Advisor charlotte.wilson@acexcellence.co.uk

An application form is available to download either from our website <http://www.acexcellence.co.uk/ace-trust-vacancies> Applications must be completed and emailed to recruitment@acexcellence.co.uk by 9am on Tuesday 25th August 2025 with interviews to be arranged for the following week.