



Graphic Design Apprentice

Based at: Totnes St Johns Primary School (Central team office)
Salary: £7.55 per hour – Actual salary £12,593
37 hours – 40 weeks - Permanent
Accountable to: Director of Operations
Working closely with: The Central and Education Team

Main Purpose:

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.

- **Relationship Management:**
 - Build and maintain strong relationships with the Central and Education team and all stakeholders.
 - Attend relevant events and conferences to network and stay informed.
 - Provide excellent customer service to all stakeholders

- **Health and Safety:**
 - As an employee of the Academies for Character and Excellence, you have a responsibility to prioritise the health and safety of yourself, your colleagues, and any individuals who may be affected by your work activities. In accordance with our commitment to maintaining a safe and healthy work environment, you are required to adhere to the Trust's health and safety responsibilities

- **Safeguarding:**
 - To be aware of, and follow, the Trust's Child Protection and Safeguarding Policy to ensure that children are safeguarded.

- **Safer recruitment:**
 - The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.
 - The post holder will be required to undertake a DBS Enhanced Disclosure.

Further information about Disclosure & Barring is available from www.homeoffice.gov.uk/dbs

Person Specification

We are seeking a creative and motivated Apprentice Graphic Designer to join our team. This entry-level position is ideal for someone with a foundational understanding of design principles and a desire to learn and grow within the graphics sector for education.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">o A qualification in graphic design and portfolio showcasing worko 5 GCSEs grades A-C (or Equivalent) specifically in Maths, English Language and Art/Design	
Experience	<ul style="list-style-type: none">o An appreciate and interest within the graphics sectoro Working to deadlineso Working independently and as part of a team.	<ul style="list-style-type: none">o Experience of working in an education settingo Experience of working in graphic design
Knowledge & Skills	<ul style="list-style-type: none">o Knowledge of Adobe Creative Suite (Illustrator, Photoshop, and specifically InDesign)o Good level of literacy and the ability to develop ideas into graphicso Attention to detail, ensuring brand consistencyo Excellent organisational and time management skills in order to meet key deadlines	
Personal Competencies	<ul style="list-style-type: none">o Access to own car and willingness to travel. - Full UK driving license.o Ability to work independentlyo Ability to manage multiple projectso Must be creative and have artistic flairo Ability to work collaboratively in a team with a number of different stakeholders	