

FOREST HILL SCHOOL

Job Description

Title	Media Resources Officer
Grade	Scale 5
Accountable to:	Director of Strategy & Resources
Accountable for:	Day to day provision of media resources services
Purpose:	To support teaching and support staff and students with a comprehensive media resources service.

Duties and Responsibilities

1. To be aware of the varying demands for media resource services in the year and to plan accordingly to meet these, keeping the Head Teacher and the Director of Strategy & Resources informed.
2. To use and develop IT skills to design and produce a wide range of school materials to a high standard in order to meet administrative and curriculum needs
3. To be responsible for providing a range of services, including desk top publishing, printing and production processes with a range of document finishes (laminating, collating, stapling, binding etc.), photographic processes (to include the taking of photos within the school), the loaning of equipment, video file processing, electronic presentation and montage.
4. To be responsible for the procurement, distribution and internal recharge of Media Resources stationery and consumables stock.
5. Oversee and maintain an inventory for all reprographic and media equipment throughout the whole school, ensuring appropriately accurate records are kept and items are security tagged as outlined in the Financial Code of Practice issued by the Governing Body and monitored by the Bursar.
6. Arrange for the maintenance of those items of media equipment purchased via the media resources budget.
7. To be responsible for processing orders, checking deliveries and invoices and taking action on problems associated with suppliers and ensuring best value in procurement.
8. To be responsible for liaising with the engineering company with regard to the maintenance of the photocopiers, management of photocopier contracts and routine servicing of photocopiers.
9. To support students with work tasks involving photocopying or presentation.
10. To be responsible for creating and maintaining whole school displays, including general signage and noticeboards
11. To liaise with staff with regard to the production of learning resources, internal examination papers and other media resources
12. To be responsible for keeping financial records, providing the Director of Strategy & Resources with monthly statements of curriculum and administration departmental expenditures of items and services provided by Media Resources.
13. To be responsible for the design brief and reprographics of the school's newsletters
14. To be responsible for the design brief, collation and display of information to the public display screens

15. To provide training, support and services in the use of the Media suite and equipment
16. To ensure that copyright legislation and data protection legislation is adhered to whilst undertaking the duties of the post.
17. To be responsible for carrying out risk assessments for all Media Resources department equipment and to ensure that satisfactory standards of safety are maintained in relation to the photocopiers and disposal of hazardous toner.
18. To participate in the development of departmental policies relevant to the role.
19. To print staff ID badges and cashless catering cards for Pupils and Staff as and when required.
20. To develop a personal training plan in consultation with the Director of Strategy & Resources
21. To undertake any other duties as may be reasonably required.

Person Specification - Media Resources Officer

EXPERIENCE

1. Proven experience working in a media resources or design role
2. Experience and knowledge of Microsoft packages, desktop publishing and Adobe software suites

QUALIFICATIONS/TRAINING

3. NVQ Level 4 or Degree or equivalent qualification or experience in relevant discipline
4. Excellent numeracy/literacy skills

KNOWLEDGE/SKILLS

5. Have excellent organisational skills and ability to manage time effectively
6. Able to plan and organise workload and prioritise and meet deadlines
7. Able to use ICT effectively and make effective use of ICT to support learning
8. Have a creative flair and able to execute creative ideas
9. Have experience of working with large networked photocopiers
10. Experience of use of a wide range of specialist equipment/resources
11. Able to follow complicated instructions
12. Able to communicate effectively in speech and writing
13. Able to build good working relationships
14. Able to anticipate problems and solve them effectively
15. Have an eye for fine detail
16. Have regard for confidentiality
17. Able to work as part of a team as well as independently
18. Ability to remain calm whilst working under pressure and to meet predetermined timescales
19. A methodical and accurate approach to work
20. Able to work with and respect young people
21. Good attendance and punctuality
22. Able to present a business-like image and represent the school
23. Commitment to equal opportunities
24. Full working knowledge of relevant policies/codes of practice/legislation
25. A willingness to develop one's skills and undertake relevant training