



# MALVERN ST JAMES

## Girls' School

### **DESIGNER**

**Permanent  
Full Time**

**39 hours per week – 52 weeks per year**

## MALVERN ST JAMES LTD

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

MSJ is in the heart of Malvern in Worcestershire, two hours from London and one hour from Birmingham, having excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 19) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an ‘Outstanding’ inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of ‘Excellent’ in the ISI’s Educational Quality Inspection in May 2017. In March 2021, the School was awarded the Carnegie Mental Health Gold Award for its outstanding pastoral care and support for pupil and staff mental wellbeing.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.

The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School has a brand-new Astroturf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years with WiFi upgrades across the site. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in STEAM (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House has recently been transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university and the next phase of this programme of improvements within boarding is currently taking place in Benhams, the new Year 11 Boarding House.

Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who are able to meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is ‘full of girls who are going to change the world’!

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School’s daily life. There are regular opportunities for Christian worship.

We offer staff who come to work at the School:

- the opportunity to work with highly motivated staff and talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale

## **JOB DESCRIPTION**

**Reporting To:** Marketing Manager

You will take front-line responsibility for managing the design, production and continuing improvement of print and multi-media communications.

This includes but is not limited to a variety of design and artwork requirements for a range of print and online promotional and in-house materials. You will be required to work flexibly as a member of the marketing team, forming positive working relationships with a wide range of teaching and non-teaching staff and students, as well as with outside agencies.

You will work closely with the Marketing Manager as a brand guardian ensuring all materials reflect the School's brand guidelines and its mission statements, values and ethos.

In addition to the School you will also be involved with providing communication materials for the MSJ Sports and Fitness Centre and MSJ Lettings.

This is an exciting opportunity for a proactive individual looking for the next step in their career.

### **Main duties and responsibilities:**

#### *Design*

- To design and create print and digital ready artwork to cater for all the School's internal and external marketing activities, including brochures, magazines, direct mailings, print and online advertising and posters etc
- To bring creative ideas and concepts into marketing executions
- To ensure the artwork is on brand
- To create videos for events, the website and social media
- To liaise with colleagues to discuss project requirements from concept stage right through to completion. Advising colleagues with regard to design style, format, print production and timescales
- Proofreading to ensure accurate and high-quality work
- Liaising with external printers on a regular basis to ensure deadlines are met and material is printed to the highest quality
- To stay one step ahead of the competition to ensure the School is leading the way in terms of asset design. Thinking creatively to produce new ideas and concepts

#### *Photography*

- Assist with professional photo shoots to ensure we capture imagery fit for purpose and reflecting the School's aims, values and ethos.
- As necessary, photograph in-house events: these images must be of a high standard for potential inclusion in internal and external marketing material

### General

- Being a brand guardian and developing the brand in partnership with the Marketing Manager
- Provide support to the marketing and admissions team generally, assisting in promoting the school and dealing with enquiries
- Being aware of design-led market trends, changes in consumer sentiment and being able to reflect this in your work, as well as providing original and creative thoughts and concepts which will resonate with our audiences

### All School staff are expected to:

- a. work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- b. support and contribute to the School's responsibility for safeguarding students;
- c. regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- d. work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors;
- e. work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective;
- f. maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;
- g. engage actively in the performance review process;
- h. adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations;
- i. undertake other reasonable duties related to the job purpose required from time to time;
- j. adhere to School Safeguarding and Child Protection Policies.

### PERSON SPECIFICATION

#### Experience

Excellent IT skills	Essential
Demonstrate working experience of graphic design using software from the Adobe Creative Cloud suite e.g. In Design, Photoshop etc	Essential
Demonstrable experience of audio and video production including editing	Essential
Experience of creating and editing promotional video content suitable for online events, social media and the website.	Desirable
Experienced photographer – professional or hobby	Essential
Experience of a busy and sometimes pressurised office environment and the ability to balance work on several projects at a time	Essential
An understanding of the latest trends and their role within a commercial environment	Essential

#### Knowledge and Skills

Exceptional creativity, innovation and unafraid to challenge existing ways of thinking	Essential
Excellent time management and organisational skills	Essential
Self-motivated with excellent attention to detail	Essential
Educated to degree level (or similar) in a relevant subject	Essential

Excellent proof reading skills	Essential
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### Personal Attributes

Ability to build and maintain excellent relationships with stakeholders	Essential
Ability to think conceptually and consider the messaging whether for an individual project or the overarching School's brand and positioning	Essential
Good team player and prepared to go the extra mile when required	Essential
Confident, resilient and tenacious with an enthusiastic can-do attitude	Essential
Ability to problem-solve and multi-task	Essential

## GENERAL REQUIREMENTS

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

## APPLICATIONS

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment, an accompanying CV, together with a covering letter addressed to the Headmistress, should be returned to HR Department, by post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or by email to [recruitment@malvernstjames.co.uk](mailto:recruitment@malvernstjames.co.uk)

**A CV will not be accepted instead of a completed application form.** The personal statement within the application form should set out why you consider yourself a suitable candidate for the post citing relevant experience, previous achievements, and your vision for this role. The statement should not repeat the contents of the covering letter.

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.

## BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

### Pay

We offer a competitive salary, taking into account previous experience and relative skills and abilities.

### Pension Scheme

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Death in Service Cover.

**Sport**

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit. The Sports Club provides many activities for members. These include a wide range of sports and regular competitions.

**Other benefits include:**

Fee remission

Lunch provided