



Graphic Designer

The Edinburgh Academy

Introduction

The Edinburgh Academy is an academically selective, independent, co-educational day school for pupils aged 5 -18 years with a reputation for being caring and friendly. The Edinburgh Academy aims to be forward-looking and progressive but also greatly values its long held traditions. The School has a strong reputation for individual attention and excellence in its pastoral care and co-curricular provision. The School consists of a Senior School containing approximately 625 pupils and a Junior School containing approximately 396 pupils, and we have a Nursery department of around 100 pupils. The School is a member of HMC.

The School's Place in Edinburgh

The School was founded in 1824 and has been regarded as a leading educational establishment within the City of Edinburgh and across Scotland ever since. Original Directors included the leading literary names of their age such as Sir Walter Scott. Robert Louis Stevenson and James Clerk Maxwell were also pupils at the School. The Senior School occupies a site in Henderson Row, less than a mile from Princes Street and at the northern limits of the Georgian 'New Town', of which it was designed to be a part.

Further details about the School and its resources can be found on the School website - www.edinburghacademy.org.uk

Independent Co-educational Day School

Scottish Charity No: SC 016999



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JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Graphic Designer (Print Design)
Department	Marketing
Location	Senior School
Reporting To	Head of Marketing
Salary	£5,750 FTE (£23,000 pro rata for 3 months)
Hours	Monday to Friday 9:00 am to 5:00 pm

Overall purpose of the role:

The post holder will provide graphic design support to the Marketing Department.

Principal Accountabilities

- Daily design and artworking on brochures, flyers, programmes, posters.
- To carry out website population.
- To be responsible for print management i.e. liaising with printers.
- Contribute to idea generation i.e. concept generation, creative problem-solving and visual communication, as directed by the Head of Marketing.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

Qualifications/Experience

Personal Specification

E = Essential

D = Desirable

- Proficient in Adobe Creative Suite—Photoshop - E
- Proficient in InDesign - E
- Proficient in Illustrator - E
- Proficient in Acrobat. – E
- Microsoft Word, Excel, PowerPoint – D



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Personal Qualities

- Ability to manage multiple tasks - E
- Strong organisational skills - E
- Ability to work independently but also to work well with colleagues - E
- Approachable and open manner – E
- Excellent verbal and written communication skills – E
- Confidentiality - E
- Smart and professional presentation – E
- Attention to detail – E

To apply: Please send your CV and Digital Portfolio containing 5–10 pieces of work, along with a completed application form and covering letter outlining your experience and suitability for the post by Friday 22 February 2019 to humanresources@edinburghacademy.org.uk.

Interviews for short-listed candidates will take place on Wednesday 27 February 2019.

A full job description and application form can be found on our website:

<https://www.edinburghacademy.org.uk/vacancies-ss>

Conditions of Appointment

The appointment will be subject to satisfactory references, verification of identity and proof of qualifications.

Child Protection

The Edinburgh Academy is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and PVG Disclosure Scotland.

Equal Opportunities

The School is an Equal Opportunities employer, and welcomes applications for this post from appropriately qualified persons regardless of age, disability, gender, race or sexual orientation.