The Graphic Designer is a key custodian of the SAIS brand. They will function as an in-house design resource serving   
both internal communication and events and external marketing collaterals. The Graphic Designer is a key interface   
with external design agencies and print vendors.   
Responsibilities   
  
The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for   
whom s/he is responsible, or with whom s/he comes into contact will be to adhered to and ensure compliance with   
the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying   
out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant   
harm either at school or at home, s/he must report any concerns to the School’s Designated Safeguarding Lead or   
to the Head or indeed to the Cognita Regional Safeguarding Manager so that a referral can be made accordingly to   
the relevant third party services.   
  
The Graphic Designer holds the following responsbilites:

* Develop relationships with internal stakeholders
* Advise on brand standards
* Develop creative concepts and be able to communicate these to stakeholders and the wider Marcoms team

The Graphic Designer holds the following functional responsbilites:   
  
Marketing   
  
Supporting the external marketing efforts with design and media assets to brand standard including, but not limited   
  
to:

* Development of print and digital ads and banners
* Devlelopment of print collaterall
* Development of photography and video assets to capture life at Stamford
* Liasing with external agencies and print vendors
* Organized media galleries

Communications and Events   
  
Supporting the internal School to Parent Comms and Events including, but not limited to:

* School Handbooks
* Curriculum Guides
* Promotional collaterall
* Support with the Yearbook
* Support with backdrops and banners for school events
* Development of photography and video assets to capture life at Stamford
* Liasing with external agencies and print vendors
* Organized media galleries

Position Requirements

* Design knowledge using Adobe Ilustrtor (AI) and InDesign (IN)
* Experienced in using Photoshop and Lighroom
* Experience in After Effects (AE) would be an advantage
* Able to manage time effectobely
* Able to priorize work and manage multiple projects at one time
* Able to lead and influence to ensure SAIS brand standards are adhered to
* Creative and innovatives
* Self reflective to ensure continuous personal growth
* A team player
* Flexibe and adaptive to change

Qualifications & Skills

* Degree or Diploma in Design or Multimedia
* 3 to 5 years’ experience in design and creative concepts
* Experience in creative/design agency would be advantageous
* Experience in dealing with stakeholders at all levels
* Strong organizational, prioritizing, and time management skills

Contacts

* Director of Marketing and Communications
* Senior Communications Manager
* Senior Marketing Manager
* Teaching staff and students
* External design agencies
* Print vendors

Working Conditions

* Duties performed within a school environment as well as off-campus for specific events
* Will be required to work independently and as part of a collaborative team effort.
* Extended working hours to complete some projects may be required.
* Occasional evening and weekend work