



St Andrew's College

October 2021

Dear Applicant

Thank you for your interest in applying for the full-time, permanent position of **Graphic Designer** at St Andrew's College, commencing **Monday 15 November 2021 or to be agreed with the preferred candidate.**

The following information is included within this application pack:

- timeline of the appointment process;
- application form and referees' details;
- Position Description;
- Person Specification.

I draw your attention to our website where you will find more information about the College, stac.school.nz.

Applications for this position close at 4.00pm on Friday 5 November 2021.

Please address your application, consisting of a covering letter, a CV, **and completed forms** and send to the Head of Communications, Kay Shaw, by email at KSH@stac.school.nz.

If you have any enquiries about this position, please contact Head of Communications, Kay Shaw, by email KSH@stac.school.nz or by phone on +64 3 940 2069.

We look forward to receiving your application.

Yours sincerely,

David Evans
General Manager

TIMELINE

Position advertised:	Friday 15 October
Applications close:	Friday 5 November 2021
Shortlisting and interviews in the week of:	Week of Monday 8 November 2021
Reference checks and offer made to the preferred applicant:	Week of Monday 8 November 2021

Application Requirements

Your application should include:

1. A covering letter explaining why you are applying for the position and the skills and level of experience you have in order to meet the requirements of this position.
2. PDF/online portfolio of graphic design work and any supporting material.
3. A curriculum vitae and the names and contact details of two referees should also be included. The referees should be able to comment on your professional skills, both technical and interpersonal.
4. Proof of COVID-19 vaccination as required by the Government mandate for schools.

Permanent Contract

This is a full-time permanent contract.

Hours of Work

Permanent position. Full time: 40 hours per week, including during school holidays.

Start Date

Monday 15 November 2021 or to be agreed with the preferred candidate.



St Andrew's College

POSITION DESCRIPTION – GRAPHIC DESIGNER

POSITION TITLE:	Graphic Designer
RESPONSIBLE TO:	Head of Communications (HOC)
KEY RELATIONSHIPS:	Head Designer and Brand Champion, Digital Information and Media Manager, Marketing Assistant, Regulus/Collegian writer/editor, Director of Development, Community and Alumni Relations Co-ordinator, Development Co-ordinator, Teaching Staff (including HODs, HOMS and HOSC), Rector and Senior Management (as required), Administrative Staff.

CORE VALUES OF ST ANDREW'S COLLEGE:

St Andrew's College offers pre-school to Year 13 education which is:

- independent;
- co-educational;
- Christian in its ethos derived from its Presbyterian foundation;
- Scottish in traditions;
- focused on excellence, the love of learning and encouraging each student's highest personal achievement;
- caring, supportive and stimulating;
- attentive in its provision of opportunities for the development of the values and skills necessary to make a positive contribution to local and global communities;
- able to offer boarding accommodation during the school year from Years 9–13;
- inspirational and encouraging, by providing the appropriate support for each student to achieve her/his potential.

Values – principles in all we do.

Purpose – our reason for existence.

VALUE	PURPOSE
Truth Pono	Integrity in everything we say and do.
Excellence Kairangi	Reaching beyond what people expect of us.
Faith Wakapono	In self, others, and our future.
Creativity Auahatanga	Daring to imagine; turning ideas in reality.
Inclusivity Kanorau	Valuing diversity; embracing different perspectives.

KEY RESPONSIBILITIES

1. Production

Production of core business materials (certificates, flyers, invitations, forms, handbooks/curriculum, and promotion materials) using Adobe Creative Suite.

2. Digital Printing and Trimming (Pre-Press)

Manage in-house digital printing for College (Certificates, Invitations, Booklets, etc.).

3. Archives and Storeroom

Management of Server Archives (Comms Workspace and Comms Archive) for photo and video files as per the College Policy. Keeping the storeroom tidy and paper Archives tidy. Help with stock take.

4. Digital Creative

Creating materials for online platforms across StAC social media with branding. Assisting the Marketing Co-ordinator and Digital and Media Co-ordinator with whatever they need.

5. Publications Photos

Collating photos for publications, including *Regulus* and *Collegian* which are supplied to contractor and outsource Design.

6. Special Projects

Production from start to finish on the following publications: End of Year Events (Senior College), Leavers Yearbook (Year 13), Preparatory School and Middle School diaries, Year 7–8 Cookbooks throughout the year. Most of these jobs are produced from end of Term 3.

7. General

Assisting the Communications and Marketing Department Staff (as required) with other publication production, ordering and management of Paper Stocks/Toner Cartridges, Branding kept consistent across all mediums within comms, internal and external staff, and suppliers.

Key Tasks	Expected Outcomes
Production Design Production of core business materials (certificates, flyers, invitations, forms, handbooks/curriculum and promotion materials) using Adobe Creative Suite	<ul style="list-style-type: none">• Meet deadlines for production materials;• High level of attention to detail and department processes;• Establish effective relationships with key suppliers (internal and external);• Ensure best practice file management of all production files (following department policy);• Work collaboratively with other members of communications department to complete work.
Digital Printing and Trimming (Pre-Press) Manage in-house digital printing for College (Certificates, Invitations, Booklets, etc).	<ul style="list-style-type: none">• Ensure all materials are printed on time and delivered to internal clients;• Ensure best practice file management of all production files.

<p>Archives and Storeroom Management of Server Archives (Comms Workspace and Comms Archive) for photo and video files as per the College Policy. Keeping the storeroom tidy and paper Archives tidy. Help with stock take.</p>	<ul style="list-style-type: none"> • Ensure that Storeroom is kept tidy and six copies of each material printed is kept for our records; • Make sure all is working on the server and liaise with IT Department if any issues; • If any issues or more space is required, communicate with Head of Communications for sign off and to discuss with IT on a solution; • Making sure only 2 years of photos on Comms Workspace > Archive to Comms Archive in Jan of every year before term begins; • Maintenance and housekeeping for Communications/Comms Workspace/Comms Archive shared server space for Comms team in a user-friendly fashion – liaising with IT to sort any issues.
<p>Digital Creative Creating materials for online platforms across StAC Social Media with branding. Assisting the Marketing Co-ordinator and Digital and Media Co-ordinator with whatever they need.</p>	<ul style="list-style-type: none"> • Creating online collateral for our Social Media sites (Facebook, YouTube, Flickr, Moodle, StACNet, StaffNet) including banners and tiles for loading; • Exporting publications ready for web to be loaded as a flipbook for Issuu – all links active; • Loading YouTube and Flickr albums when needed by our processes in absence of HOC/MC; • Website photos, banners and web tiles – ensuring that everything front facing is kept fresh and sharp (this includes Galleries) and uploading files for HOC/MC/DMC on the back-end website structure for them to grab for loading pages/tests to be done before all go for approval for use; • Eventbrite web tiles for events (not always part of a package brief); • Email signatures for external emails for events and productions/College promo; • Editing and adjusting videos produced by students when required using Premiere Pro/After Effects.
<p>Publications Photos and General Processing: Collating and photo processing of photos for main publications Regulus and Collegian to contractor and outsource Design.</p>	<ul style="list-style-type: none"> • Processing and post-production of all photos (RAW + JPG) from external Photographers from events and happenings; • Upload content to Flickr albums for Rector's Comment and social media; • Uploading to server and letting HOC/MC/DMC know where these can be found on server; • Collate and provide photos for Regulus Publications to Contractor and then to Design Agency via HD (three times a year); • Collate and provide photos for Collegian to Design Agency via HD (as per production schedule); • Attend photoshoots or take photos when and if required from MC/HOC for coverage on social media, events or publications.

<p>Special Projects Production from start to finish on the following publications: End of Year Events (Senior College), Leavers Yearbook (Year 13), Years 1–3 Diary (Head of Junior School), Years 7–8 Cookbooks (TBI) throughout the year. Most jobs produced from end of Term 3.</p>	<ul style="list-style-type: none"> • Producing quotes for all jobs bar invitations for End of Year events; • Liaising with Staff and students (Leavers Yearbook) on projects; • Producing working timelines for project: Leavers Yearbook, End of Year events – Programmes for Leavers' Dinner and Boarders Dinner; • Producing design and proofing to client and Comms team; • Following project through from start to finish with support from Comms Team.
<p>General Assisting the Communications and Marketing Department Staff (as required) with other publication production, and ensure branding kept consistent across all mediums within comms, internal and external staff, and suppliers.</p>	<ul style="list-style-type: none"> • Assist Communications staff when required; • Branding consistent across all design and media channels.

ICT SKILLS

- Experience in Adobe Creative Suite, in particular, InDesign and Photoshop;
- intermediate to advanced skills in Microsoft Suite, in particular Word, Excel and PowerPoint;
- accurate word processing skills;
- confidence working with database systems and ability to learn new systems quickly;
- knowledge and experience working with social media platforms, YouTube and Flickr, including best practice;
- experience with digital printing is desirable.

PERSON SPECIFICATION KEY ATTRIBUTES

- excellent attention to detail, spelling and grammar;
- the ability to follow instructions closely and adhere to a style guide, both visual and written;
- the ability to work autonomously to a high level of accuracy and speed, while closely following department processes;
- excellent time management skills – ability to prioritise, deliver to deadlines on time and ability to work on multiple projects at any one given time;
- well-developed interpersonal skills and the ability to work with a wide range of people, both internally and externally;
- well-developed verbal and written communication skills;
- enjoys working as part of a team and has a positive team spirit;
- the ability to work in a busy environment with changing priorities;
- the ability to be flexible and work a few evening information evenings per year;
- have an understanding of the independent school system in New Zealand and have a willingness and passion to work in education.

St Andrew's College – Application Form

Please note: Issues can arise if this PDF form is completed using PDF readers other than Adobe Reader or Adobe Acrobat.

Position applied for: _____

Personal details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Full Postal Address: _____

Contact Telephone: _____

Email Address: _____

Date of Birth: _____

Present Position

Business: _____

Date Appointed: _____

Nature of Appointment:

☐ Full time

☐ Part time

Referees

Please provide the names and contact details of three referees below.
Any referee's report will be confidential.

PLEASE NOTE – CONTACT WITH REFEREES WILL BE MADE ONCE APPLICANTS HAVE BEEN SHORTLISTED FOR INTERVIEWS.

Referee details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Referee details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Referee details:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname: _____ Given Names: _____

Position: _____

Full Postal Address: _____

Contact Telephone: Business _____ Private _____

Email Address: _____

Declarations

- 1 – I certify that the information given in this application is to the best of my knowledge correct. I understand that this may be verified.
- 2 – In accordance with the Privacy Act, I authorise the General Manager or his delegate to obtain further information from the referees listed in this application.
- 3 – I authorise the General Manager or his delegate to make other enquiries as they see fit in relation to my application.
- 4 – I have, at the bottom of this form, disclosed any criminal convictions or charges I may have, and any disabilities and/or medical conditions which may restrict my ability to perform the role that I have applied for.
- 5 – I confirm that I am legally entitled to work in New Zealand.
- 6 – I agree that you may collect information about me from any source, which relates to my application for employment, except for my current employer who will not be contacted without my express permission. This form is an authority for those people you contact to disclose any appropriate information.
- 7 – I am aware that any information supplied by my referees is evaluative material and that it is supplied to you on the basis that each referee has been promised that their identity, and the information they have provided, will not be revealed to me. I understand that I am not entitled to the disclosure of that information.

Applicant's Signature: _____ Date: _____

DECLARATION BOX

Please disclose any criminal convictions or charges you have, and medical conditions and/or disabilities which may restrict your ability to perform the role that you are applying for:
