



Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Graphic Designer	Reference: Sep 2019
Function/Department	Marketing and Communications	Location: AIS
Manager Title	Senior Communications Manager	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

- The Graphic Design Manager is responsible for the management of the School's volume of print and design output. This work spans the internal communications, events and external marketing functions of the department, as well as working with a wide range of internal stakeholders, including but not limited to teaching teams and student groups.
- The Graphic Design Manager will be one of a number of key custodians of the AIS brand. They will function as both an in-house design resource, as well as a key interface with external design agencies and print vendors. They will work collaboratively with the Communications, Events and Marketing Managers in support of the department's goals, and the wider strategic goals of the School.

Responsibilities

Marketing

- Supports the work of the Marketing Team through acting as an in-house design resource through the design / production marketing materials, including but not limited to:
 - Print and offline advertising and materials
 - Digital banners
 - Events promotions materials
 - General branding support

Communications

- Supports the Communications Team through managing the production and/or design of internal school collaterals, such as but not limited to:
 - School handbooks
 - Curriculum guides
 - Promotional collateral for school productions, information sessions and events
 - The annual student yearbook

General

- Develop and sustain relationships with internal staff to understand project and business objectives and advise on appropriate design, scheduling, review, and production of publications and communications/events/marketing materials
- Manage and prioritise multiple design projects, keeping them on time and within scope
- Works collaboratively with staff on message and content for the broad range of materials as listed above
- Supports the work of the Senior Communications and Marketing Managers through idea generation, production and liaison with external vendors, where necessary



- Contributes to budget management, ensuring effective use of spend of related Communications and Marketing budgets
- Maintains a library of photos for the school, for use across Marketing and Communications, and across the school
- Provides ad hoc design support on projects across the school, when required by the Senior Leadership Team

Other duties as directed by the Director of Marketing and Communications or such persons as the School may designate.

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 who, s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all time. 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 Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third-party services

Position Requirements

- Exceptional project management abilities, comfortable working in a fast-paced environment and managing multiple tasks with competing deadlines. Self-motivated and able to work effectively, with limited supervision
- Impeccable time management skills, attention to detail, ability to self-manage and enthuse others
- Excellent conceptual and visual skills; ability to evaluate a design
- Committed to best practice and continued knowledge development and professional growth, and a willingness to share knowledge with team members
- Highly developed communication, interpersonal and influencing skills to motivate and work cooperatively with others, at all levels. Patient and thoughtful mentor to junior staff with a collaborate style, inspiring best practice
- Creative and innovative, with a focus for continuous improvement
- Proven ability of being an exceptional team player and collaborating with multiple content owners and subject matter experts
- Flexible and able to embrace and respond to change effectively
- Proficiency with software programs required to manage functions of the role such as InDesign, Adobe Creative Suite, etc.
- Awareness of commercial sensitivity and demands for confidentiality

Qualifications

- Degree or Professional Educational qualifications e.g. Advanced Diploma in Arts/ Illustration, Graphic and Creative Design
- Minimum of 5 years design experience
- Proven experience in managing design projects

Contacts

- Director of Marketing and Communications
- Communications, Events and Marketing Manager
- Teaching staff and students
- External designers and print vendors



Working Conditions

- Office location within a school environment at Lorong Chuan
- Working collaboratively within a diverse team
- Country role, no regular travel required

Terms of Employment

- Working Hours: 8:00 am – 5:00 pm, Monday to Friday
- Annual Leave: 21 working days per annum
- Medical Benefits: Group medical insurance
- Sick Leave/Hospitalisation Leave: 14 days sick leave and 60 days hospitalisation leave
- Probation Period: 3 months from date of commencement
- Referee request: Required
- Background Check: Required