

GRAPHIC DESIGNER

Job Description:

We are looking for a creative and detail-oriented Graphic Designer to join our school's media and communications team. The ideal candidate will be responsible for designing visually appealing and effective graphics for both digital and print media that communicate the school's activities, events, achievements, and values. The Graphic Designer will ensure that all design work aligns with the school's brand identity and enhances engagement with students, parents, and the wider community.

Key Responsibilities:

- Create visually compelling designs for school events, newsletters, brochures, presentations, social media, website content, and promotional campaigns.
- Collaborate with teachers, administrative staff, and the communications team to understand design requirements and project objectives.
- Develop and maintain the school's visual identity, ensuring consistency across all platforms and materials.
- Work on branding projects, including logo updates, banners, posters, and other creative materials.
- Prepare layouts and graphics for print, including invitations, certificates, event signage, and annual reports.
- Edit photos, videos, and other multimedia assets as needed to complement designs.
- Stay updated with design trends, software, and industry best practices to enhance creativity and efficiency.
- Ensure timely delivery of design projects while maintaining high-quality standards.
- Maintain an organized library of design assets, templates, and project files.