

BARNES PRIMARY SCHOOL

Display Coordinator 12 hours per week

Job Descriptions

- To play a significant role in improving the appearance of the internal school environment
- To take the lead responsibility for displaying children's work in attractive and aesthetically pleasing ways
- To support teachers and school leaders with efficient and appealing use of the available space for displays that underpin the curriculum
- To create internal school signage and information with a creative & graphic style
- To support teachers and the art subject leader with planning or preparing materials for occasional classroom art projects and dramatic productions
- To frame photographs of children and their work, displaying them attractively around the school
- To support the art subject leader with planning the annual art theme week and to support staff delivering arts week
- To organise and curate school art shows and events (such as the summer exhibition and Christmas trees in the community)
- To design and produce correspondence cards, leaving scrolls and other such items as required.

Person specification

Skills and abilities

- Skilled at presenting to a high standard
- Able to appreciate key design features: position, use of space, colour coordination, special effects and background features
- An appreciation of three-dimensional work
- Skilled at planning a display and installing it to a high standard
- Able to use art materials in creative ways and be forward thinking in re-using and recycling materials
- Appreciation of graphic design and (very useful, but not vital) ability to use basic graphic programmes

Personal qualities

- Artistic demeanour
- Committed to further professional learning
- Emotionally intelligent
- Flexible
- Self-motivated and resilient
- Strong attention to detail
- Naturally takes a pride in completing tasks to the highest standard
- Able to listen and to reflect.