



JOB OVERVIEW

JOB TITLE	Graphic Designer
ROLE	Assistant (Admin) Position
NEXT REVIEW	July 2027
JOB LOCATION	Bandar Seri Begawan, Brunei Darussalam
GENERAL DESCRIPTION	To create high-quality visual content that strengthens and consistently represents the school's brand across digital, print and physical platforms. Working as part of the Marketing and Communications team, the Graphic Designer develops creative materials for school communications, campaigns, events, social media, publications and promotional activity, ensuring that all work reflects the school's identity, values and Islamic ethos.
REPORTS TO:	Marketing and Communications Manager

PERSON SPECIFICATION

Qualifications & Experience

- Diploma or degree in Graphic Design, Visual Communication, Multimedia, Digital Media or a related field, or demonstrable professional experience supported by a strong portfolio
- Experience producing design work for digital and print platforms
- Experience working within a marketing, communications, education or similar professional environment (an advantage)

Skills and Knowledge

- Strong working knowledge of Adobe Creative Suite, particularly Photoshop, Illustrator and InDesign; familiarity with Premiere Pro, After Effects or equivalent video-editing tools is an advantage
- Strong understanding of layout, typography, colour, composition and visual hierarchy
- Ability to create engaging social media graphics and digital content across a range of formats and platforms
- Knowledge of print production, including preparing artwork to appropriate specifications and liaising with external suppliers
- Ability to apply brand guidelines consistently while developing fresh and creative visual solutions
- Photography and basic videography skills, including image selection, editing and optimisation for different platforms
- Good written English with strong attention to spelling, accuracy and detail in published materials



- Ability to manage multiple briefs, priorities and deadlines while maintaining quality and consistency
- Familiarity with website content, digital asset management and common content-management platforms is an advantage

Personal Qualities

- Creative, curious and visually aware, with the confidence to contribute ideas and explore new approaches
- Highly organised and able to manage competing priorities in a busy school environment
- Collaborative and responsive, with the ability to take a brief, receive feedback constructively and develop work accordingly
- Careful and detail-focused, recognising that published material represents the school
- Flexible and willing to support a broad range of school activities, campaigns and events
- A willing team member who works well with colleagues from different cultures and backgrounds
- Commitment to the school's Islamic ethos and values, and conduct that reflects them

PROFESSIONAL ACCOUNTABILITIES

Brand and Visual Identity

- Apply and maintain the school's visual identity consistently across all marketing and communications materials
- Support the Marketing and Communications Manager in developing and refining brand assets, templates and visual standards
- Ensure logos, typography, imagery, colours and other brand elements are used accurately and appropriately
- Help maintain a coherent visual identity across academic, operational and school-wide communications

Design and Creative Production

- Design high-quality materials including brochures, prospectuses, posters, flyers, banners, invitations, certificates, presentations, newsletters, reports, advertisements and other school publications
- Develop creative concepts from brief through to final artwork, balancing visual impact with clarity, audience and purpose
- Adapt designs efficiently across different sizes, formats and platforms while maintaining quality and brand consistency
- Create templates and reusable design assets that enable consistent and efficient production across the school

Digital and Social Media Content

- Create engaging social media graphics, campaign artwork, digital advertisements, story and reel assets and other platform-specific visual content
- Work with the Marketing and Communications Manager and Marketing Assistant to plan and produce visual content aligned with the school's communications calendar
- Prepare graphics, banners and imagery for the school website, email communications and other digital channels
- Optimise visual assets for digital use, ensuring appropriate dimensions, resolution, file size



and accessibility where relevant

Photography and Video

- Support photography and videography for school activities, events, campaigns and promotional purposes
- Select, edit, retouch and prepare photographs for digital and print use
- Create or support the production of short-form video content, simple animations and motion graphics where required
- Maintain appropriate organisation of approved photographs and video assets, working in accordance with safeguarding, consent and data-protection requirements

Print, Signage and Production

- Prepare print-ready artwork and check specifications, proofs and final files before production
- Liaise with approved printers, suppliers and contractors as directed, ensuring quality, accuracy and timely delivery
- Design school signage, displays, event backdrops, directional materials and other physical branding as required
- Support the design of branded items and merchandise where required

Campaigns, Events and Publications

- Develop creative materials for admissions, recruitment, school events, open days, celebrations, fundraising and other campaigns
- Support the visual presentation and branding of major school events, including Islamic calendar events and community activities
- Contribute design and production support to key publications such as the school prospectus, yearbook, annual reports and other major communications
- Work flexibly around campaign and event deadlines, including occasional photography, design or production support outside normal working hours

Collaboration and Workflow

- Receive and interpret design briefs from the Marketing and Communications Manager and work with colleagues to clarify objectives, audience, content and deadlines
- Work closely with the Marketing and Communications Manager and Marketing Assistant, with strategic oversight from the COO, to support school-wide marketing and communications priorities
- Liaise professionally with academic and operational teams to gather content, imagery and information required for design work
- Manage assigned projects from brief to completion, maintaining clear communication on progress, deadlines and any production requirements
- Proof and quality-check artwork carefully before publication or production, including spelling, dates, names, branding and image quality

Digital Asset Management

- Maintain an organised library of design files, templates, photographs, videos, logos and other brand assets
- Use clear file-naming, version-control and archiving practices so that approved materials can be located and reused efficiently
- Ensure source files and final artwork are stored appropriately on the school's designated systems

Professional Development

- Keep up to date with developments in graphic design, digital content, social media formats and relevant creative technology



- Participate in relevant training opportunities and share useful creative practices with the Marketing and Communications team
- Identify and propose improvements to design workflows, templates, brand consistency and production efficiency

Personal and Professional Conduct

- Maintain high standards of professionalism, discretion and confidentiality
- Follow school policies, procedures, brand standards and expectations
- Demonstrate reliability, punctuality, accountability and appropriate management of deadlines
- Ensure published work is respectful, accurate and appropriate to the school community and its Islamic ethos

Safeguarding

- Work in line with the school's safeguarding and child protection policies, particularly when photographing, filming or using images of children
- Ensure visual content involving pupils is used only in accordance with the school's consent, safeguarding and data-protection requirements
- Report any safeguarding concern or disclosure immediately to the Designated Safeguarding Lead and record it through the school's reporting system
- Complete all mandatory safeguarding training

SPECIAL CONDITIONS

- A small amount of out-of-hours working may be needed for special events, parent evenings and open days
- Administrative staff may be rostered for duty to supervise pupils before and after school
- In line with school policy, the postholder is expected to support at least one extra-curricular activity each term

Please note that this is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Line Manager.