

POSITION DESCRIPTION

Position:	SCHOOL PHOTOGRAPHER
Reports to:	Operations Manager
Time Fraction:	Full-time, Part-time or Casual
Tenure:	Ongoing
Classification:	
Commencement Date:	January 2024

LEADING IMAGE SCHOOL PHOTOS OVERVIEW

Leading Image School Photos Pty Ltd are the leaders in School Photography. Our company is a growing family business, comprising of a group of local independent photographers operating under the Leading Image business and brand to provide a truly professional and complete school photographic service, ensuring excellent service along with exceptional quality in our work.

With offices across Australia, we pride ourselves on value, quality and service to our customers. Local schools being serviced by local people, developing long and valued relationships you can trust.

POSITION OVERVIEW

The School Photographer is primarily responsible for attending our contracted schools to deliver a photographing experience for staff and students that eclipse expectations, and ensuring a professional and quality service to our customers in a timely and efficient manner.

The School Photographer will work closely with other branch staff and support management team to meet goals and objectives in the organisation and delivery of seamless school photo shoot events, ensuring positive customer experiences.

This role requires daily travel to various schools and locations with the possibility of some overnight travel.

KEY RELATIONSHIPS

This role works collaboratively with other roles within the organisation to deliver shared goals and objectives.

Internal Relationships:

- Branch Manager
- Directors
- Photographers
- Production team
- Sales team
- Customer Service and Administration team

External Relationships

- School administration staff
- Community stakeholders

KEY RESPONSIBILITIES

- Attend contracted schools to deliver a photography experience, ensuring exceptional customer experiences
- Travel daily to various schools and locations with the possibility of some overnight travel as required
- Collaborate with school administration to ensure smooth photo day operations
- Complete daily digital processes to ensure the smooth processing of work
- Communicate with the Resource Centre (LIRC) to ensure timely delivery of photographs to schools
- Work closely with other branch staff and your support management team to meet customer needs and deliver professional and quality service
- Assist in the training and development of new photography staff
- Ensure proper care and maintenance of company equipment at all times
- Spot-checking photo quality and identifying team members for recognition and training
- Attend team meetings and debriefs as required
- Undertake induction, training and professional development activities into Leading Image School Photos procedures, protocols and policies
- Ensure appropriate child safe standards of behaviour and comply with child safety obligations and requirements at all times
- Perform duties in accordance with all regulations, policies and procedures of Leading Image School Photos Pty Ltd.
- Perform duties, adhering to Work health and Safety regulations, policies and procedures
- Undertake other duties as directed/required

PERSONAL ATTRIBUTES

- Strong communication skills, with the ability to interact with students, parents, and school staff
- Highly developed organisational and time management skills, with demonstrated ability to meet deadlines
- A positive team player and who engages collaboratively with teams and encourages others
- High level of attention to detail and accuracy, and committed to delivering exceptional results
- Present and conduct yourself with impeccable honesty and integrity at all times to maintain the high standards of the Leading Image business and brand
- Good people skills and show, courtesy and respect at all times
- A professional attitude and uphold company policies and procedures to maintain excellence
- Flexibility, with a willingness to undertake a variety of tasks
- A positive 'can-do' attitude

QUALIFICATIONS AND EXPERIENCE

- A high level of experience in photography and in school photography will be very highly regarded
- Demonstrated Group & Portraiture photography skills
- Previous experience in managing photographic and support equipment

KEY SELECTION CRITERIA

- Strong interpersonal skills, with the ability to interact and communicate well with students, parents and school staff
- Ability to adapt and learn internal photography software programmes
- Good administration skills, with basic computer knowledge to complete daily digital processes
- High level of attention to detail and accuracy, and a commitment to delivering exceptional results
- Exceptional time-management and organisational skills, with the ability to prioritise tasks
- Self-motivated and ability to work autonomously, as well as contribute to a high-performing team environment
- Ability to problem-solve and be resourceful and proactive when issues arise

ESSENTIAL STAFF REQUIREMENTS

- Hold a current Working with Children Check (Employee Status)
- Hold a current Driver's licence
- Adhere to Work Health and Safety policies and procedures
- Adhere to all Leading Image School Photos policies, guidelines and procedures

A position description's purpose is to provide an outline of scope and responsibilities, at a point in time. The scope of the role may be altered from time to time in accordance with changing business requirements.

Last Reviewed Date: **October 2023**