

Creative production

This department creates the products getting them ready for sale.

Staff need to be able to demonstrate creative skills whilst working within this department. They are responsible for creating the Christmas cards, wreaths and other items for sale. Staff need to ensure that the products are of the highest quality.

This team is essential in the success of the Christmas fair.

Sales

In this department, staff are responsible for setting up the spreadsheet to monitor sales as well as delivering on a positive sales experience, ensuring it all runs smoothly.

Staff are expected to demonstrate efficient ICT skills, organisational skills as well as being customer focused.

Staff need to be sociable, approachable and deliver excellent customer service.

Design

The design department are responsible for the planning and designs of the Christmas cards, wreaths and other sales items. They are also responsible for the design and installation of the Christmas decorations.

Staff in this department need to be creatively minded and able to take decisive actions in order to produce the highest quality designs for the products on sale.

Marketing

The marketing department are responsible for the promotion of the Christmas fair

Staff in this team work on the advertising component including: creating posters for promotion; using pupil voice in staff briefing and writing to parents to inform them of the event.

Staff in this department need to be creatively minded and open to working with other teams to ensure the marketing strategy is carried out effectively.