

## Northern Education Trust – Job Description

<b>Job Title:</b>	Software & Web Developer		
<b>Base:</b>	North Shore Academy		
<b>Reports to:</b>	Director of ICT	<b>Grade:</b>	NJC SCP 39-42
<b>Additional:</b>	Regular travel is required across the Trust academies and to other Trust offices.	<b>Term:</b>	Permanent

### JOB PURPOSE

- Responsibility for the development and maintenance of the Trust's web and software platforms. Assisting the Director of IT in planning, implementing and delivering a cohesive digital strategy.

### JOB SUMMARY

#### Main duties and responsibilities:

1. Lead the development, implementation and maintenance of the Trust and academy websites.
2. Develop and implement software applications and digital platforms to support the Trust's 'Northern' school improvement model.
3. Develop, implement and maintain the Trust's cloud storage & email solution to ensure the efficient and consistent use of resources.
4. Contribute specialist web/SQL knowledge to assist the Director of Data in the improvement and development of data analysis solutions.
5. Ensure web & software operations across the trust are highly professional and operating to agreed service levels.
6. Work with the Trust's graphic designer to ensure brand identity is adhered to online.
7. Identify, organise and implement training to ensure staff make best use of available digital/web technology.
8. Monitor and manage social media platforms.
9. To be aware of latest data protection (GDPR) and security threats and ensure the Trust mitigate against these risks and adhere to known industry standards.
10. Work with the Compliance and Communications Officer to ensure statutory compliance of the Trust's web presence
11. Use Google Analytics and other tools to provide reports, analysing digital communications activity and trends to make recommendations for improvements

You will also be required to:

1. Have due regard for safeguarding and promoting the welfare of children and young people and follow the child protection procedure adopted by the trust.
2. Demonstrate an active commitment to your own professional development.
3. Undertake any duties, consistent with this position, which might, from time-to-time, be assigned by the Board or the Chief Executive

#### General

- All staff of the Northern Education Trust will abide by the One Academy Rule: '**All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times**'.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: .....

Date: .....

**Northern Education Trust**  
**Person Specification – Software & Web Developer**

**Application Stage**

The following criteria will be used to short-list during the application and interview stages:

A	ESSENTIAL TRAINING AND QUALIFICATIONS	Application	Interview
1	5 A*-C in GCSEs (inc. English and Maths)	Yes	
2	Relevant Degree or equivalent professional qualification	Yes	
3	Evidence of recent further professional learning	Yes	Yes
A	DESIRABLE TRAINING AND QUALIFICATIONS	Application	Interview
1	Capita SIMS trained	Yes	
2	G Suite or Office 365 Certified Qualification	Yes	
B	ESSENTIAL WORK RELATED EXPERIENCE AND ASSOCIATED SKILLS	Application	Interview
1	Education / Academy sector experience	Yes	Yes
2	Good level of knowledge and essential experience in programming languages and usage as follows: <ul style="list-style-type: none"> <li>• Wordpress or similar CMS</li> <li>• SIMs.net or similar MIS</li> <li>• SQL Server</li> <li>• MySQL</li> <li>• PHP</li> <li>• JavaScript</li> <li>• jQuery</li> </ul>	Yes	Yes
3	Good level of knowledge and experience in programming languages and content management systems	Yes	
4	Competent understanding of HTML and CSS	Yes	
5	SEO knowledge specifically related to optimisation	Yes	

6	Understanding of security standards	Yes	Yes
7	Good working knowledge of major social media channels, including Facebook and Twitter	Yes	
8	Designing, developing and testing web/software applications	Yes	
9	Experience managing cloud based storage / email system (eg, G Suite, Office365)	Yes	Yes
10	Knowledge of health and safety requirements	Yes	Yes
11	Excellent project management and organisational skills	Yes	
<b>B</b>	<b>DESIRABLE EXPERIENCE OF SCHOOL ICT / WEB</b>	<b>Application</b>	<b>Interview</b>
1	Ability to provide in-service training to colleagues	Yes	Yes
2	Experience of working in more than one school	Yes	
3	Ability to evaluate the software used in the classroom	Yes	Yes
4	Experience managing Multi Academy Trust websites	Yes	
5	Experience of developing and sustaining positive relationships with relevant stakeholders	Yes	
<b>C</b>	<b>ESSENTIAL PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b>	<b>Application</b>	<b>Interview</b>
1	Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector	Yes	Yes
2	Evidence of knowledge and understanding of safeguarding issues	Yes	Yes
<b>C</b>	<b>DESIRABLE PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b>	<b>Application</b>	<b>Interview</b>
1	Knowledge of the role of Academy Trust members and Governors		Yes

<b>A</b>	<b>PERSONAL ATTRIBUTES/SKILLS</b>	<b>Application</b>	<b>Interview</b>
1	A commitment to equality and diversity		Yes
2	A profound commitment to the vision and ethos of the Trust and the maintenance of excellent standards.		Yes
3	High standards of integrity and a positive role model for pupils, staff, parents and the wider community		Yes
4	An ability to challenge and motivate others to create high performing team work		Yes
5	The ability to communicate, orally and in writing, clearly and effectively and to understand the view of others		Yes

6	An ability to analyse and interpret information to make calm, informed decisions and exercise good judgement even when under pressure		Yes
8	The ability to plan time effectively and to organise oneself well		Yes
9	Stamina, resilience, reliability and integrity		Yes
10	An understanding of the value of a successful work life balance for self and others		Yes
B	SPECIAL WORKING CONDITIONS		
1	Occasional working outside of normal school hours may be required		Yes

**The following methods of assessment will be used:**

- Technical Assessment of application against criteria
- Interview

**Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced DBS Certificate
2	Additional criminal record checks if applicant has lived outside the UK
3	Medical clearance
4	Qualifications essential to the post
5	Two references from current and previous employers (or education establishment if applicant not in employment)