

Northern Education Trust – Job Description

Job Title:	Web Developer		
Base:	Academy base to be discussed at interview and confirmed on appointment		
Reports to:	Director of ICT	Grade:	NJC SCP 33-38
Additional:	Regular travel is required across the Trust academies and to other Trust offices.	Term:	Permanent

JOB PURPOSE

- Develop and maintain the Trust's websites. Assisting the Director of ICT in planning, implementing and delivering a cohesive digital strategy.

JOB SUMMARY

Main duties and responsibilities:

1. Develop and maintain the Trust and academy websites
2. Assist in the production, testing and deployment of websites (WordPress)
3. Maintain source control for Web development projects and ensure daily check-ins are completed
4. Ensure web & software operations across the trust are highly professional and operating to agreed service levels
5. Work with the Trust's graphic designer to ensure brand identity is adhered to online
6. Monitor and manage social media platforms
7. 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
8. Work with the Compliance and Communications Officer to ensure statutory compliance of the Trust's web presence
9. 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 – 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	Wordpress training	Yes	
B	ESSENTIAL WORK RELATED EXPERIENCE AND ASSOCIATED SKILLS	Application	Interview
1	Minimum 2 years' experience of PHP programming, MySQL, XHTML, CSS and JavaScript	Yes	Yes
2	Good level of knowledge and essential experience in programming languages and usage as follows: <ul style="list-style-type: none"> • Wordpress or similar CMS • SQL Server • MySQL • PHP • JavaScript • jQuery 	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	Knowledge and experience of building WordPress CMS websites using the best practice & de-facto standard plugins	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	Knowledge of health and safety requirements	Yes	Yes
10	Excellent project management and organisational skills	Yes	
B	DESIRABLE EXPERIENCE	Application	Interview

1	Knowledge of existing inbuilt WordPress functions	Yes	Yes
2	Experience of working in more than one school	Yes	
3	Knowledge of WordPress Network (Multisite) beneficial	Yes	Yes
4	Experience managing Multi Academy Trust websites	Yes	
5	Experience of developing and sustaining positive relationships with relevant stakeholders	Yes	
C	ESSENTIAL PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	Application	Interview
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
C	DESIRABLE PROFESSIONAL KNOWLEDGE AND UNDERSTANDING	Application	Interview
1	Knowledge of the role of Academy Trust members and Governors		Yes

A	PERSONAL ATTRIBUTES/SKILLS	Application	Interview
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)