Bishop Wilkinson
Catholic Education Trust

SharePoint Developer Job Description

Grade: H, £29,577- £32,234 FTE
Hours: 37 hours per week, Full Year, Permanent
Reports to: Chief Technology Officer

Job Purpose

- To develop and support the provision of high quality and professional SharePoint and web media services to all schools within theTrust.

Key Responsibilities

- Add-Ins / Apps, Web Parts, Events, Workflows and other customisation.
- Managing all site collection functions, including libraries, lists, pages and Web Parts.
- Respobsibility for SharePoint online and the wider Office 365 platform.
- To use of web technologies including JavaScript, jQuery, Angular, CSS, HTML, PHP and MySQL.
- To manage graphic design packages e.g., Photoshop and illustrator to manage SharePoint and website design templates.
- To use PowerShell scripting for SharePoint and Office365 administration.
- Responsible for Office365 applications and tools e.g., PowerBi, Power Automate, and Power Apps to create solutions.
- To meet with key stake holders for requirement specification and create bespoke applications using SharePoint and/or Web apps using PHP/WordPress.
- To lead on the design, development and management of Trust's SharePoint site as well intranet sites for each school - BWCET by June 2022 will encompass 48 schools.
- To create detailed documentation of every project and responsible for maintaining change logs.
- Work independently to provide day-to-day Office365/ Web support across the Trust to facilitate Teaching and Learning, Administration and Leadership.
- Manage own workload through the allocation of calls via the centralised helpdesk. Making sure all requests for Support, new projects / or major changes are recorded on the helpdesk.

- Manage the SharePoint/web development team and carry out performance management reviews.
- Providing onsite and remote support to staff and students across the Trust.
- Evaluate new and existing Office365 Apps and providing training where required.
- Attend and contribute to regular BWCET ICT related meetings.
- Support the schools Office365 rollout within the BWCET Tenancy and assist in migration of current platforms to the cloud.
- To meet with key stakeholders from each school to identify project requirements, and then to demonstrate the ongoing development of the application until it's completion through regular face-to-face or online meetings.
- Undertake training and any other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- To work collaboratively with the Trust Central teams, to offer schools a seamless service.
- To work across all sites within the Trust as appropriate to undertake the role and must be able to meet the travel requirements of the post.
- To work flexibly and outside normal core hours when required.
- Respect confidentiality at all times.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

March 2021