

## Northern Education Trust – Job Description

<b>Job Title:</b>	Web Developer		
<b>Base:</b>	North Shore Academy, Talbot Street, Stockton On Tees, TS20 2AY		
<b>Reports to:</b>	Trust ICT Manager (Software & Web)	<b>Grade:</b>	NJC SCP 27-32 £31,346 - £35,745 (FTE)
<b>Additional:</b>	Regular travel is required across the Trust academies and to other Trust offices.	<b>Term:</b>	Permanent 37 Hours Whole Time

### JOB PURPOSE

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

### JOB SUMMARY

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 ICT Manager (Software & Web) and 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 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
10. Have due regard for safeguarding and promoting the welfare of children and young people and follow the child protection procedure adopted by the trust.
11. Demonstrate an active commitment to your own professional development.
12. Undertake any duties, consistent with this position, which might, from time-to-time, be assigned by the Board or the Chief Executive

### GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining Confidentiality

### General

1. To participate in wider Trust meetings and working groups as required

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

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.

Signed: .....

Date: .....