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| A lit up jack-o-lantern in the dark  Description automatically generated with medium confidence**Job Description and Person**  **Specification** |
| This School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment. |

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| **Post Title** | Digital lead |
| **School** | Castle Bromwich Junior School |
| **Salary Band/Range** | Band C £25 992 to £28624 pro rata |
| **Responsible to** | Deputy Head |

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| **Location** | | School Site |
| **DBS Check** | | Required |
| **Special Conditions** | | 39 weeks |
| **1.** | **Job Purpose** | | |
|  | The Digital Lead will play a pivotal role in developing and implementing the Trusts digital strategy. This includes leading on the management and development of the school website, ensuring high-quality digital publicity, and providing troubleshooting and support for staff The digital lead will drive the school in ensuring it has the best new technology to enhance the outcomes of pupils and workload of staff. The Digital Lead will work closely with staff, pupils, and external stakeholders to ensure effective use of digital platforms across the school. | | |

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| 2. | | Key Responsibilities |
|  | | * Lead the ongoing development, maintenance, and content management of the school website to ensure it remains current, accessible, and engaging * Oversee all digital publicity, ensuring timely and accurate communication to parents, pupils, and the wider community via the website and other digital channels * Act as the first point of contact for troubleshooting technical issues relating to the website and equipment. * Provide training and support to staff on effective use of digital tools and technology * Collaborate with teaching staff to enhance the use of technology in the curriculum * Maintain strong data protection practices and ensure compliance with all relevant legislation * Support school productions with technologies linked to light and sound * Evaluate and recommend new technologies to enhance teaching, learning, and school communication [ including the safe and secure use of AI] * Monitor website analytics and user feedback to inform improvements * Work with the senior leadership team to develop digital strategies that support the school’s vision and aims * Support the school’s commitment to safeguarding and promoting the welfare of children at all times |
| **2.1** | **People** |
|  | Work collaboratively with the staff within existing protocols/approaches devised  Work with other local schools when directed to do so |
| **2.2** | **Safeguarding** |
|  | School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with. All appointments will be subject to satisfactory completion of safeguarding checks. |
| **2.3** | **Financial** |
|  | The digital lead will liaise with the Business Manager when identifying and recommending new technological solutions needed for school, working within the Purchasing Policy and reporting to Governors when needed. |
| **2.4** | **Buildings & Equipment** |
|  | Ensure the safe and secure storage of all moveable IT equipment at the end of each day ie tablets/laptops that is not assigned to a member of staff  Maintain an inventory of IT equipment  Ensure the physical safety and security of the server housed in school.  Ensure equipment is maintained in accordance with Trust (or equivalent) guidance |
| **2.5** | **Health & Safety** |
|  | Health and safety laws require all employees to help the School maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the School, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.  Undertake risk assessments; implement and suggest modifications to relevant H&S procedures involving ICT  All duties and responsibilities must be carried out in line with the School’s Health and Safety Policy and any local safety procedures. |
| **2.6** | **Information Management** |
|  | As an employee of the School, the post holder will be expected to manage information in accordance with School policies. The postholder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of GDPR, the Data Protection legislation and guidance. |
| **2.7** | **Policies & Procedures** |
|  | The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.  As digital lead ensure compliance with asset disposal policy |

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| **3.** | **Other Conditions** |
| **3.1** | **Mobility** |
|  | Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required. |
| **3.2** | **Equal Opportunities** |
|  | School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.  Castle Bromwich Junior School is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership |
| **3.3** | **Variations to Job Descriptions** |
|  | Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements. |
| **3.4** | **Training and Development** |
|  | The School is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs. |
| **3.5** | **Solihull Behavioural Framework** |
|  | The School expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework. |

**Person Specification**

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|  | **Essential** | **Desirable** |
| Qualifications and Training | * GCSEs in English and Maths to C standard or equivalent * Qualification or experience linked to IT | * Educated to A-level standard or equivalent * Evidence of professional development relevant to digital leadership or website management |
| Experience and Knowledge | * Experience managing websites and/or digital content including troubleshooting * Knowledge and experience of IT systems including hardware and software. * Experience providing digital publicity * Experience troubleshooting IT technical issues | * Experience managing websites and digital content, including troubleshooting, in a school or similar environment * Knowledge and experience of IT systems including hardware and software in a school or similar environment. * Strong understanding of digital publicity. * Experience providing digital publicity for an organisation. * Experience troubleshooting IT technical issues in a school or similar environment. * The ability to resolve technical issues swiftly and effectively * Understanding of lighting and sound systems used in school productions |
| Skills and Abilities | * Good understanding of data protection. * Understanding of safeguarding requirements * Able to work with minimum supervision. | * Experience of managing data protection including subject access requests. * Experience in dealing with safeguarding including ensuring that the website meets safeguarding requirements. * Able to work with minimum supervision, using own initiative and being proactive. * Proficient in setting up microphones and audio setups. * Proficient in programming and running lighting setups |
| Personal Qualities | * Ability to work collaboratively as part of a team * Effective interpersonal and communication skills * Excellent organisational and time-management skills * High levels of problem-solving skills * Ability to work under pressure and prioritise workloads * Commitment to upholding the school’s ethos and values * Excellent attendance and timekeeping * Willingness to undertake further training as required * Commitment to equality, diversity, and inclusion | * Innovative and forward-thinking approach to technology in education |

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**Core Behaviours**

Excellence – with enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a ‘can do’ attitude in all of the work you

deliver, ensuring it meets the needs of current and potential customers.

Simplicity – you actively seek ways to prevent over- complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.

Trust and Respect – you are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster

an environment of mutual trust and respect.

Working Together – you work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.

Responsibility – you take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for

your actions and decisions.