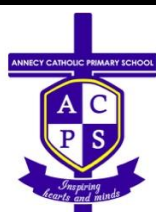


WEB DESIGNER / DEVELOPER RECRUITMENT PACK





Welcome!

Dear Applicant

Thank you for your interest in the post of Web Developer. This is an exciting opportunity to join the Bosco Catholic Education Trust at an important time of growth and change. Bosco CET is the named Catholic Education Trust for diocesan schools in Sussex. Whilst at present consists of just four schools, will be joined by more schools in the near future, including St Paul's Catholic College, Burgess Hill where this role will be based. We are also a Teaching School and work with a broad range of schools across Sussex. This all offers a tremendous opportunity for collaboration, innovation and success.

The Web Developer will work alongside an existing, excellent team of IT professionals, network managers and e-learning strategy leaders across the Trust and principally at St Philip Howard School and St Paul's. You'll be given unparalleled support and professional development and have a significant impact on the schools within the Trust and the life-chances of the children entrusted to our care.

If you have any questions, please do get in touch.

David Carter

CEO Bosco CET

dcarter@boscocet.org.uk



BOSCO CATHOLIC EDUCATION TRUST

St John Bosco, founded the Salesian Order in the 19th Century. He had a profound and compelling vision for education, reaching out to some of the most vulnerable, disaffected and uncared for children in Turin and surrounding areas. He provided them with faith, hope and love; giving them opportunities and a future that no one else had afforded them. Don Bosco spoke about the need for children to be 'known and loved'. The deanery schools chose Don Bosco as the patron of the multi-academy trust as it was felt he encapsulated all that we cherished in Catholic education, providing us with a model of leadership and education which would sustain and nourish us on the exciting journey ahead.

The Bosco Catholic Education Trust (BCET) opened in April 2017 with St Mary's and St Philip Howard Catholic School (SPH), Barnham. Annecy joined in February 2019 and St Joseph's in September 2020. SPH is an outstanding Catholic secondary school, a National Teaching School and has a proven track record of raising achievement through school to school partnerships. CEO of Bosco CET, Dave Carter, is a National Leader of Education and Headteacher of SPH.

As in other areas of the Diocese of Arundel & Brighton, Catholic schools are working collaboratively, cross-phase to develop an exciting vision for Catholic Education which is fit for the future. Within Sussex, there are 36 schools: 30 primary and 6 secondary. Over time it is anticipated that other schools within Sussex will join BCET, to help develop Catholic Education across the South Coast.



LAUNCH YOUR CAREER AS A WEB DESIGNER / DEVELOPER

Build your career portfolio

- Develop your confidence and experience in web design and development through exciting hands-on projects for growing family of primary and secondary schools.
- Build upon your knowledge of HTML, jQuery and CSS in a friendly and well-supported environment.
- Stretch and challenge yourself as part of a highly creative and aspirational team, in an environment where you're encouraged to grow.
- Find the right blend of creativity and programming to help you become a well-rounded professional.

Work at some of the best schools in the country

- In the top 10% of comprehensive schools nationally and consistently rated as Ofsted 'outstanding'.
- Known across Sussex, Surrey and the South of England for being highly innovative and an investor in people and technology.
- One of the largest employers in Sussex.
- Previous employees have successfully moved onto careers in web design, security and SharePoint in London.

Bosco CET is an equal opportunity employer and is committed to safeguarding and protection of children and individuals. This post is subject to a DBS Enhanced Disclosure

How to apply:

Please complete the CES application form and email to Jacqui Inglis at jinglis@sphcs.co.uk

- Closing date for applications: 28 June 2021
- Interviews: July 2021
- Start date: Asap



JOB DESCRIPTION: WEB DEVELOPER

Section 1: Job Summary

Location:	St Paul's Catholic College (Burgess Hill) with occasional travel to other Bosco schools
Job Title:	Web Developer
Grade:	Grade 6: £20,903 – £22,183
Times of Work:	37 hours per week full-time
Qualifications:	Strong knowledge of HTML and CSS. Some experience in high-quality, user-oriented web design and development. Some knowledge of PHP.
Post	Accountable to: Leader of Technology for Learning
Post Responsible for:	Designing, developing and maintaining an engaging family of public-facing websites to represent Bosco Catholic Education Trust and its constituent schools.

Section 2: Job Overview

This is a fantastic developmental opportunity for anyone who is keen to become an accomplished web designer/developer. The postholder will have the opportunity to build their career portfolio whilst working on exciting, high-impact projects in some of the most successful schools in the country.

The postholder will join a dynamic, friendly and supportive team within a school that is known for being an investor in people and technology. They can expect to develop skills across a broad range of technologies including HTML, CSS, JavaScript/jQuery, SQL, PHP, ASP .net and Visual Basic. The postholder will report to the Leader of Technology for Learning.

Section 3: Terms & Conditions

Hours of Duty: Basic hours will be 37 per week.

Overtime: You may be expected to work longer hours on some days. Normally time off in lieu is granted for this.

Annual Leave: Your contract is full-time, so you are entitled to 23 days paid holiday which can be taken at any time with advanced agreement from your line manager.

Driving Licence: It is desirable for the postholder to have a full and current driving licence.

Confidentiality: The postholder is required to respect the confidentiality of all matters relating to the school, students and staff.

Probationary Period: The post is subject to the satisfactory completion of a six-month probationary period.

Section 4: Responsibilities & Duties

Duties and Responsibilities

- Conceptualise, design and develop accessible, standards-compliant websites to reflect the 'look and feel' of Bosco's schools on a four-yearly cycle in accordance with the trust's improvement plan;
- Design modern, visually compelling features using HTML, CSS and JavaScript to engage users of Bosco's front-facing websites;
- Maintain and update existing websites and web applications;
- Develop new features using popular languages such as ASP .net (C# or VB), PHP and jQuery;
- Develop strong relationships with key stakeholders including leaders at individual schools and Bosco's strategic team to understand their own identities and requirements;
- Provide support with the continued development of Bosco's branding and the individual identities of each school;
- Keep abreast of new technologies and the latest in web and database standards.
- Use dynamic content from SQL databases that operate behind our websites and continue to develop the databases following sound principles;
- Integrate a feature-rich Content Management System into newly created sites to empower users to update website content directly;
- Produce supporting documentation, user guides, demonstrations and other training materials to assist key stake holders.
- Assist staff with uploading/creating web-based resources (e.g. surveys, forums, bulk uploading of files).
- Monitor/evaluate the impact of Bosco's websites and social media presence on parental engagement and communication with stakeholders.
- Maintain confidentiality and security of all information linked to students and staff in line with current legislation and working practice guidelines.
- Ensure compliance with the latest statutory requirements for primary and secondary schools.
- Meet regularly with the rest of the development team to collaborate on ideas and to share knowledge, expertise and best practice;
- Any other duties or tasks as requested by the Headteacher or line manager from time to time that are commensurate with grade and ability.

Section 5: Conditions of Employment

- Bosco Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Any successful applicant will be required to undertake a Disclosure check by the Criminal Records Bureau at an enhanced level.
- The post holder should be aware of and comply with and assist with the development of policies and procedures relating to child-protection, confidentiality and data protection, and report any concerns to an appropriate person.
- The post holder should be aware of and support difference and ensure equal opportunities for all.
- The post holder is expected to support the overall ethos, aims and work of the Trust.

PERSON SPECIFICATION	Essential / Desirable
Qualifications / Training <ul style="list-style-type: none"> • Good basic education to GCSE level (A-C) in literacy and numeracy, or the equivalent • Relevant IT qualification 	 E E
Skills and Abilities <ul style="list-style-type: none"> • Some knowledge JavaScript/jQuery, Bootstrap and asynchronous updates (AJAX) • Any additional languages such as ASP .net (C# or VB .net) • Graphic design such as Photoshop or Illustrator • SQL (including ability to design and hand code complex statements) • SQL Server and/or MySQL • Data analysis and design techniques • Experience in training other users 	 D D D D D D D
Competencies and Personal Qualities <ul style="list-style-type: none"> • Outstanding communication and interpersonal skills are essential. • A good understanding of graphical user interface design, consistency, attention-to-detail and high standards. • Work effectively as part of a team, understanding Bosco roles and responsibilities and your own position within these. • Organised with good administration skills and highly-motivated. • Ability to manage time effectively and follow plans to help ensure deadlines are met and projects are delivered on-time. • Thorough and a finisher. • Able to work under pressure and to meet deadlines. • Able to exercise discretion and confidentiality. • Contribute to the overall ethos/work/aims of the Trust. • Acceptance of staff dress code. 	 E E E E E E E E