



ICT WEB DEVELOPMENT TECHNICIAN RECRUITMENT INFORMATION PACK

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Dear Applicant

Thank you for your interest in working for the School Partnership Trust Academies group.

The School Partnership Trust Academies is an educational charity that sponsors a chain of 40 academies and has a proven track record of securing transformational change and sustainable school improvement.

Our vision is to provide high quality education and deliver the best outcomes for young people with an ethos based on four founding principles of Quality, Partnership, Aspiration and Responsibility. At our core we provide outstanding educational provision for families, firmly rooted in the context of the local community. We seek to support lifelong learning, and provide excellence in teaching through high expectations with adherence to traditional values and standards.

This is an exciting time in our development as we continue to expand our group of schools and to have further impact upon the lives of young people. You will be joining an ambitious and innovative organisation, so we are looking for an imaginative member of staff who can secure positive outcomes for our young people, staff, families and the wider communities that we serve.

We are looking for an outstanding member of staff that can take the organisation onto greater success, inspiring the children to attain the highest level possible.

If you share our vision and passion for young people and their families then we would like to hear from you.

Yours faithfully

Sir Paul Edwards
Director and CEO

School Partnership Trust Academies Vision and Values

Our vision is based on the values and the principles of the School Partnership Trust Academies, the academy sponsor. Our academies pride themselves on being:

- Institutions with high expectations both for the individual and where there will be a collective responsibility, for raising community aspirations.
- Caring schools, based upon social responsibility, honesty, equality and consideration for others.
- Highly successful schools where self-help, self-determination and self-improvement are encouraged.
- Innovative and energising learning centres which develop lively and enquiring minds for both students and staff.
- Schools which promote inclusion rather than exclusion and by working in partnership with local agencies and offering a personalised curriculum for all, will strive to adopt a zero exclusion policy.
- Schools where courtesy, co-operation, enterprise and initiatives are paramount and where tolerance rather than intolerance is practised.
- Schools which are the centre of the community as a resource, in its services to others and in promoting community and social cohesion.
- Centres of educational excellence, where no individual is left behind and where all students of any age or background are provided with the support to become responsible and successful citizens.

THE SPONSOR

School Partnership Trust Academies

School Partnership Trust Academies is a not for profit charitable organisation that sponsors a chain of academies under a single funding agreement with the Secretary of State for Education.

The overall aim of the SPTA is to foster learning communities which promote and provide excellence in teaching, learning and relationships through high expectations and adherence to traditional values and standards. At its core, the SPTA values high quality educational provision for families firmly rooted in the priorities of the local community.

SPTA believe in supporting schools as the preferred choice for educational provision within their local community, consequently, we believe all students should have a distinctive offer relevant to their needs and the community in which they live.

We believe in the autonomy of local schools and provide challenge and support on their journey of school improvement.

In our partnership we currently sponsor a range of Secondary, Primary, Infant, Junior and all through academies.

Our partnership of schools encompasses academies and schools that are currently judged across the whole Ofsted effectiveness range, and across the widest possible range of contexts, phase and geographical location, including urban and rural schools and those of religious character.

We want to recruit colleagues who are comfortable with our vision and values and hope that the summary given above encourages you to read further. More details about the SPTA, its members and what we are doing can be found at **www.schoolpartnershiptrust.org.uk**

Why work for SPTA?

- The SPTA are **highly committed** to developing all staff within their roles and creating pathways for further career progression.
- Work alongside professionals in a fast-paced and **dynamic environment**.
- Develop your skills alongside **like-minded colleagues**.
- Each of the School Partnership Trust Academies retains its **autonomy** and **unique identity** while committing to a climate of **mutual support** and **partnership** with the SPTA group of Academies.
- **Career Development** - The SPTA offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The SPTA offer a central CPD programme involving a range of training which includes Ofsted training, safer recruitment, pediatric first aid and Evolve training. The programme, called Blue Sky, also has a clear strand of Teaching and Learning and an innovative and exciting Leadership and Development programme.
- **Pension** - Every employee of the SPTA has access to a generous Local Council pension fund.
- **Discounted gym membership** - Some of our academies have set up discounted gym membership with local leisure centres. Please check with your Academy regarding this.
- **Cycle to work scheme**
- **Access to private medical Insurance** (Prices are provided on request)
- **Work-life balance** - We aim to be a 'best practice' employer. We understand that our employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality staff.
- **Child care vouchers by Sodexo** - Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.
- **Mobile Select scheme** - Mobile Select gives employees the opportunity of having the latest mobile phone and the cost directly deducted from their gross monthly salary, saving on Tax and National Insurance Contributions

THE CORE IMPROVEMENT TEAM

The Core Improvement Team consists of a wide range of specialist staff members with its key leaders devoting whatever time is needed to each academy. Specialists provide support for the sharing and comparison of data, monitoring and intervention, developing personalised learning pathways, inclusion and behaviour as well as advising on teaching and learning. In addition, teams of Advanced Skills Teachers and Specialist Leaders of Education from our Teaching School Alliance are deployed across the academies to provide a structure for the sharing of expertise and the delivery of learning opportunities at key times such as training days, preparation for inspections and intervention events. Curriculum leaders, special needs specialists and support staff from SPTA regularly meet and are deployed at key times to provide the leadership and the energy for school improvement. This mechanism of support is flexible and capable of expansion. Positions within the core team offer career progression and a range of opportunities..

OUR CORE SERVICES

The Core Improvement Team of professionals also deliver centralised services supporting the non-teaching operations of the member schools and academies and assures consistent working practices and best value for the group. Centralised services include:

- Financial management, centralised purchasing and payroll
- HR and legal advice
- ICT strategy
- Curriculum design (as needed)
- Post 16 leadership
- Business services
- Facilities management
- Staff
- Continued Professional Development
- Audit services
- Data and Sims support



THE APPLICATION PROCESS

Further details about the work of School Partnership Trust Academies including academies it currently sponsors can be found at www.schoolpartnershiptrust.org.uk

Completed applications should be returned to jobssouth@schoolpartnershiptrust.org.uk or by post to School Partnership Trust Academies, Recruitment Team, Unit 2, Carolina Court, Wisconsin Drive, Lakeside, Doncaster, DN4 5RA.

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

QUERIES

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 01302 379 246.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at www.recruitment.schoolpartnershiptrust.org.uk

**SCHOOL PARTNERSHIP TRUST ACADEMIES (SPTA)
CORE TEAM
ICT WEB DEVELOPMENT TECHNICIAN
37 Hours Per Week/ All Year Round / Permanent
Salary: £19,817 - £21,734**

An exciting opportunity has arisen to join the School Partnership Trust Academies Core Team as a Web Technician.

Web technicians are central to all internal and external communications. You will be working closely with an editorial team and are responsible for Intranet (internal system), and Internet sites, using your technical expertise to develop and maintain those sites.

This role is primarily a web technician but as part of the SPTA core technical team you may be required to support the ICT technical team with more general ICT support. This will be done with appropriate training and support.

Part of the role may require the developing of new web based tools within our intranet for other departments/academies within the trust.

The successful candidate will have the relevant experience, including some knowledge of programming languages and web-authoring programmes.

Closing Date: **Tuesday 11th November 2014
12 Noon**

**An application pack can be downloaded from
recruitment.schoolpartnershiptrust.org.uk
or by contacting our recruitment team on
01302 379 246
or email
jobssouth@schoolpartnershiptrust.org.uk**

The Academy is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced DBS Disclosure.

'Together we are stronger'

JOB DESCRIPTION

ICT WEB DEVELOPMENT TECHNICIAN

Salary: Salary: £19,817 - £21,734 (SCP 22-25)

Hours: 37 hours per week, all year round

Responsible to: ICT Service Delivery Manager

Responsible for: N/A

Purpose of the role:

You will be responsible for managing all SPTA academy websites using the CMS Solution. You will also be the central point of contact for all academies with regards to their website needs and requirements. You will work with our third party partner in terms of developing and rolling out new website features to SPTA academies. In addition you will be responsible for developing, enhancing and managing the Share Point environment with SPTA academy site contacts.

You will be responsible for ensuring all technical and reliability aspects of ICT across the SPTA group are fully functioning in order to enhance teaching and learning in SPTA academies.

Main Duties and Responsibilities: Web Sites

- Sending out newsletters and other promotional communications
- Repurposing and uploading editorial content and creating new content areas on the site
- Adding attributes, images and metadata to existing equipment information, news stories, course reviews and instruction pages via the metadata system
- Maintaining the metadata system
- Managing social media accounts
- To support the use of scripting languages such as HTML5 and CSS3 within the trust where appropriate using web authoring software (Adobe Dreamweaver).
- To provide training to Academies/Core team in the use of all aspects of Office 365, focusing on the use of SharePoint 2010-13.

Intranet: Key Duties Sharepoint

- To develop and support bespoke systems and workflows within SharePoint 2010-13 using appropriate software (SharePoint Designer)
- Migrate Intranet content - including text, images, documents, links, video and audio - to the new content management system (SharePoint Office 365), advising on opportunities to enhance presentation.

- Manage/ Assign appropriate permissions for users
- Proof read, check and test all migrated pages to ensure accuracy and accessibility.
- Identify technical issues during content migration, and help to implement solutions.
- Develop Intranet requirements and functionality.
- Perform updates and amendments to the corporate site and microsites.
- Edit images prior to uploading.
- Deliver Basic user training on sites across the Trust
- Programming changes/updates into the sites as and when necessary and dealing with any problems as they arise.

Key Responsibilities

- Building and publishing Intranet content within SharePoint.
- Administer and maintain Cherwell Service Management system.
- Accessibility and quality assurance testing.
- Implementing the web style guide.
- Documenting processes to create guidelines for users.
- Continual reporting to Digital Communications Manager and Group Engagement Manager.
- To support all aspects of Office 365 (Exchange, Lync, SharePoint 2010-13, OneDrive)
- To communicate with academies/core team to collate website content, send out appropriate documentation to support this process
- To build website structures and enter collated content using a CMS (content management system)
- Scanning, editing, and optimising photographs and other images that will be used in the websites (Adobe Photoshop, Fireworks etc.)
- To provide appropriate website CMS training to academies/core team as needed.
- Provide appropriate documentation and reports with a 'self-serve' initiative.
- Support and develop Learning platforms within academies and the trust (based on SharePoint Online 2010-13).
- To manage and support mobile devices (Mobiles, iPad's, Windows tablets)
- To maintain and develop the use of Cloud based resources within the trust including the in-house streaming service.
- Create training guides and/or video tutorials where appropriate.
- To work with 3rd party companies to support development of new services in the SPTA
- To order ICT equipment and peripherals as required.
- You may also be required to provide 1st and 2nd line ICT support for the ICT Service Desk function of the SPTA.

Working Environment

The post will be based at Carolina Court in Doncaster. The post holder must be willing to work and travel across SPTA as required.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the Post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

Holiday Entitlement

The leave entitlement for a full year employee is shown below. Employees working less than 37 hours per week and/or less than full year will have their entitlement to annual, statutory and discretionary holiday calculated on a pro-rata basis.

<u>Spinal column points</u>	<u>Basic Leave</u>	<u>after 5 years' service</u>
SCP1 -21	24 days	28 days
SCP22- 28	24 days	29 days
SCP 29- 40	26 days	31 days
41 and over	28 days	33 days

Statutory and Discretionary holidays

You are entitled to statutory and discretionary holidays (see below) if they fall on weekdays that you would have normally worked.

Good Friday, Easter Monday
May Day
Spring Bank Holiday Monday
Late Summer Bank Holiday Monday
Christmas Day and Boxing Day
New Year's Day

PERSON SPECIFICATION ICT WEB DEVELOPMENT TECHNICIAN

	Ess	Des	MOA
KNOWLEDGE/QUALIFICATIONS			
Minimum of four GCSEs/S grades at C/3 or above, including English and Maths; or GNVQs/GSVQs	*		A/C
Relevant experience, including some knowledge of programming languages	*		A/I/R
Knowledge of using web-authoring programmes	*		A/I/R
Knowledge of HTML, CSS, CMS, Microsoft Office Suite & Sharepoint	*		A/I/C
Knowledge of Adobe Photoshop, Adobe InDesign, Adobe Dreamweaver, Analytics, SEO, SQL, Social Media knowledge, Video Editing, CRM, Cherwell Service Management.		*	A/I/C
SKILLS			
Good communication and interpersonal skills to discuss requirements and present your ideas to clients	*		A/I
Have excellent fault finding and problem-solving skills	*		A/I
Logical mind	*		A/I
Ability to work on your own initiative		*	A/I
An interest in design and some creative ability	*		A/I
EXPERIENCE			
Relevant experience, including some knowledge of programming languages	*		A/I/R
Experience of working within an educational establishment		*	A/I
Experience of giving appropriate advice and support in relation to web based products	*		A/I
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
Maybe required to develop new web based tools across the group	*		A/I
Commitment to self and team development	*		A/I
Work in ways that promote equality of opportunity, participation, diversity and responsibility.	*		A/I
To maintain a high level of confidentiality	*		A/I
To have full driving licence and own transport	*		A/I
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*		A/I
The post holder will require an enhanced DBS	*		C

Key: MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference, C=Certificate

SPTA LOCATIONS

School Partnership Trust Academies ACADEMY LOCATIONS



KEY:

- | | |
|--------------------------------------|----------------------------------|
| 01 Wybes Wood Academy | 21 Rosington All Saints Academy |
| 02 Macaulay Primary Academy | 22 Seaby Park Academy |
| 03 John Whittall Academy | 23 Rowena Academy |
| 04 Hull Trinity House Academy | 24 Grange Lane Infants Academy |
| 05 Worlaby Academy | 25 De Warrene Academy |
| 06 The Vale Academy | 26 Queen Elizabeth's Academy |
| 07 Meller Community Academy | 27 Walmwright Primary Academy |
| 08 Hatfield Woodhouse Primary School | 28 The Strand Community Primary |
| 09 Crooksbroom Primary Academy | 29 Weelsby Academy |
| 10 Ash Hill Academy | 30 Wilkys Primary School |
| 11 Simpsons Lane Academy | 31 Kingston Park Academy |
| 12 De Lacy Academy | 32 Pheasant Bank Academy |
| 13 Willow Green Academy | 33 Highfields Primary Academy |
| 14 Garforth Academy | 34 Ingley Barwick Academy |
| 15 Green Lane Primary Academy | 35 Whetley Academy |
| 16 The South Leeds Academy | 36 The Vale Primary Academy |
| 17 Parkview Academy | 37 Massey Primary |
| 18 Manor Croft Academy | 38 Craven Primary |
| 19 Hanson School | 39 The Parks Primary |
| 20 Don Valley Academy | 40 Leemington Primary & Nursery |
| | 41 East Garforth Primary Academy |