WEST Park

'A caring school where we put pupils and their achievement first'

Job Description

Front End Website Developer / IT Technician

Reporting To: Network Manager

As a Front End Website Developer / IT Technician your main responsibility will be to maintain the schools website and social media presence with an element of design. You'll also provide general maintenance and provide technical support to the school.

Your role will include:
- Website design and sourcing assets (images, videos, etc) with an aspect of creativity
- Website development with an aspect of creativity
- Updating social media accounts (Facebook, Twitter, Instagram)
- Taking photos of school events
- Supporting staff and pupils with technical issues
- Setting up and maintaining Windows desktops and laptops via SCCM
- Make system updates ensuring all software is updated
- Perform maintenance repairs on laptops and PCs
- Developing and maintaining the internal and external websites
- Designing graphics and banners for the website and social media
- Creating forms and directing responses to the relevant staff members

Tech support aspects:
- Support staff members with technical issues
- Develop staff knowledge
- Prioritise issues based on severity and school needs

You may also need to:
- Install and configure computer hardware operating systems and applications
- Monitor and maintain computer systems and networks
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults
- Test and evaluate new technology
- Use Active Directory to provide password resets

Desirable Experience
- Have good knowledge of HTML, CSS, JavaScript
- Have some knowledge of PHP
- Experience of using FileZilla a similar FTP program
- Photoshop Experience
- Using Hootsuite or Heropost for scheduling posts to all of our social media platforms
- Experience of developing and maintaining internal and external websites via Azure Web Application
- Experience building Web Applications using front-end frameworks such as React, Vue or Svelte

Personal Attributes required
-Ability to work on own initiative
-Ability to manage a demanding workload and work to tight deadlines
-Ability to quickly learn new technical skills and apply them effectively
-Methodical approach to solving problems together with effective problem-solving skills
-Ability to build and maintain effective working relationships with staff and pupils
-Determination to provide solutions to problems

You may also be required to undertake other duties commensurate with your grade in relation to a post of this nature