

# KING EDWARD VI SCHOOL

## JOB DESCRIPTION

### IT INDUSTRIAL PLACEMENT - WEB CONTENT DEVELOPER (TEMPORARY)

1. **Name:**
2. **Hours:** 37 hpw, 8.30am–5.00pm Monday to Thursday and 8.30am–4.30pm Friday.
3. **RELATIONSHIPS:**
  - (a) **Line Manager:** The post holder will report directly to the Assistant Head (Digital Strategy and ICT) and will carry out duties as requested, and under his/her supervision.
4. **PURPOSE:**
  - (a) To support the School's effective use of the IT Systems in classroom, ensuring the availability of the curriculum networks.
  - (b) As a member of the IT Support Team to ensure the quality of their support aids teaching and learning.
  - (c) To ensure collectively, efficient and effective technical support is provided to deliver the School aims in a manner consistent with its ethos.
5. **DUTIES:**
  1. **Editing and updating content** on a range of school websites using CMS systems.
  2. **To support 1:1** development including specific website site and App style interfaces.
  3. **To support media**, manage the updating, organising and presenting of new media sources including images and video. Including managing the digital displays around the School.
  4. **To support aspects of development** related to School websites and media.
  5. To work with members of IT Support on areas of web and internet management.
  6. To support administration and curriculum staff in website editing.
  7. Ideally, further support for Apple technologies, in particular iPad integration.
  8. **Work as part of a team**, provide cover and support for other members of the IT Support Team as appropriate with flexible working practices.
  9. The post holder must be aware of Health and Safety Regulations and maintain a clean and safe environment.

10. The post holder shall carry out any other reasonable task as identified by the Assistant Head (Digital Strategy and ICT).

**5. GENERAL:**

The post holder is responsible for promoting and safeguarding the welfare of children, to comply with the School's Child Protection Policy and to report to the Child Protection Officer or Head Master any concerns relating to the safety or welfare of children.

This job description will be reviewed at least once a year and may be subject to modification after consultation with the post holder.

Signed: ..... Date: .....

Reviewed March 2017