

Name		West London Academy Job Description
Post No.		
Date drafted	March 2010	
Date reviewed		



**WEST LONDON
ACADEMY**
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the WLA.

It is not intended to be a comprehensive listing of every task that a WLA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

Job Title	ICT Creative Services Developer
Location/work base	Academy wide
Grade	
Reporting to:	The Governing Body through the Principal
Line Manager	Vice Principal – Assessment for Learning, Data & Reporting
Posts directly supervised:	
Staff or contractors indirectly supervised	

THE MAIN PURPOSE OF THE JOB

Purpose:

The Creative Services Developer will work within the Creative Services Team to ensure that all Academy websites are designed and maintained to reflect brand identity and communicate the aspiration and success of the work across all aspects of the organisation both internally and externally. This role also includes the further development of the commercial aspect to engage local groups and businesses as well as other schools and academies in using the various services of the Academy's Creative Services Team.

SPECIFIC DUTIES AND RESPONSIBILITIES

Key Areas of Responsibility:

Academy Wide

Responsibilities:

- Design and present new websites for the Academy, and Academy businesses that are in keeping with the Academy brand
- Maintain the Academy websites through the prompt upload of documents and scrolling bars both within and outside of normal Academy hours, including weekends as needed
- Improve the Academy's Microsoft Sharepoint Portal so that it can be used efficiently and effectively by end users
- Maintain the Academy's Microsoft Sharepoint Portal
- Work as a part of the ICT strategy team to ensure that the Academy makes best use of current and emerging technologies
- Complete and update Academy Improvement Plan sections relating to the role of Creative Services Developer
- Develop a virtual learning environment and liaise with appropriate staff to ensure that it is fit for purpose and used effectively
- Maintain a current, comprehensive knowledge of all software related to designing websites, HTML and Microsoft Sharepoint Portal
- Maintain up-to-date documentation in assigned areas of responsibility
- Take a proactive role and have confidence dealing with all levels of the Academy
- Answer helpline enquiries or escalate issues to appropriate ICT Helpdesk/Network Department colleagues
- Provide initial on-site computer troubleshooting
- Provide direct support to administrative computing users for general software applications
- Other duties as assigned
- Whilst at work, to take reasonable care for the health & safety of yourself and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place.

Terms & Conditions

Working hours: 36 hours per week, full-time, permanent post.

Holidays: 24 days per year including Academy Leave days to be taken during the school holidays.