JOB DESCRIPTION

Job Title	App developer and IT systems manager
Responsible To	Financial Controller
Location	Central Office, Aldgate East
Salary	From £33,000

Summary of the role:

The role of app developer and IT systems manager is focused on developing our Lesson Tracker online system and maintaining the school's IT networks and devices. TCW is a school based across several different sites, homes and libraries across London. The remote nature of much of our work makes the smooth running of our online systems essential to effectively educating our students and keeping them safe.

Lesson Tracker is our in-house management information and lesson tracking system. It's built using the Laravel PHP framework, MySQL, CSS and Javascript. The software is versioned using git and stored remotely on Bitbucket. We use Laravel Forge to manage our servers, database and handle deployment.

This is a very exciting role for someone in the early stages of their software career who has some experience building applications, but is ready to take the leap to be the primary developer and maintainer of our rapidly developing system.

Responsibilities:

1. Develop and maintain our bespoke management information and lesson tracking system (Lesson Tracker) using PHP Laravel
2. Work with Senior Leaders to identify required developments on Lesson Tracker
3. Develop and maintain our website including the creation of a staff portal which links to the lesson tracker software
4. Ensure the maintenance, development and smooth running of the school's technology and IT systems, including:
    - Staff computers (PCs and Chromebooks)
    - Student computers (Chromebooks and Macs)
    - The networks across our sites
    - Door systems across our sites
    - Staff phones (android)
    - Projectors and TV screen

5. Implement effective policies relating to limiting data sharing and retention, application access, website blocking etc through:
    - Google Admin Suite
    - GoGuardian (web filtering software)
    - My Concern (safeguarding software)
    - Various educational resource web subscriptions

6. Support staff across the school in troubleshooting issues
7. Provide technical support for events like the annual showcase, school assemblies and video production
8. Log, tag and audit technology and IT hardware throughout the school

9. General administrative duties as requested
10. Attend whole school training
11. Attend other training as requested

Person Specification

Essential

- At least 2 years of experience creating websites and/or applications using Laravel, CSS and Javascript.
- Ability to translate the practical requirements of software users into secure, reliable and usable software features.
- Some experience with Git, GitHub, Bitbucket and server deployment management using tools like Laravel Forge
- Creative background, experience or flair
- Ability to handle logistics effectively and experience in administrative duties
- Accuracy and high levels of attention to detail
- Ability to work alone and with initiative
- Excellent organisational and planning skills and ability to multitask
- Adaptable and flexible approach to work
- Willing to embrace change and challenge processes to improve efficiency
- Able to manage workloads and priorities and work under pressure
- A team player - able to develop effective relationships with the team and work alongside others
- Personable, professional and courteous in manner
- A friendly, positive and proactive attitude to work
- Able to be discreet and loyal
- Able to handle confidential material professionally

Desirable

- Experience of working in an educational environment
- Experience of working in a creative environment
- Knowledge of safeguarding matters

The job description is not an exhaustive list and there may be times when the Chief Executive Officer or Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

Extra information:
This is a salaried full time position. This role is based onsite, though there may be some days (particularly during school holidays) when remote home working will be possible. Official leave is 20 days per annum (to be taken out of school time) plus bank holidays. This role may also be entitled to up to 5 days unpaid term-time leave per annum, to be taken in blocks of no more than 2 days at the discretion of the Headteacher.

The working hours are based on 09.00-17.00 with a 30-minute lunch break weekdays with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserves the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Thursday training sessions, which finish at 6.00pm, the TCW showcase and the Student Awards event, which finish at 8.00pm. Dates are provided at the beginning of every new academic year.

This role will be directly line-managed by the Financial Controller. Performance reviews will happen at least once a term. It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook.

All TCW staff are required to meet the Ofsted criteria of good in their areas of responsibility and always aim for outstanding as depicted in the Ofsted guidelines. Staff will be required to attend extra, unpaid training if they do not meet the criteria for good.