BHASVIC

WEB DEVELOPER (Permanent, full time)

Required to start ASAP

The Post

We are a nationally renowned sixth form college in Brighton, seeking to hire a web developer to join a small team who play a central role in the colleges continued success by helping to shape, design and implement various web-based projects, including a new application system.
The ideal candidate will be a web developer with experience including:

- HTML
- JavaScript
- C#
- ASP.Net
- Bootstrap
- SQL

In addition to your expertise as a web developer you should also be able to work effectively as part of a team and possess excellent communication skills as you will also be assisting staff in troubleshooting and dealing with a variety of technical queries.

We are one of the countries, leading sixth form colleges and as such you will be part of a small team responsible for sector leading practices and innovation. This in turn means your work will affect not only our students but potentially students throughout the UK.

For further information please contact Tara Davies Information Manager (t.davies@bhasvic.ac.uk) or call her on 01273 859813

Pay, Pensions and Safeguarding

This is a permanent full time position, working 37 hours per week, full year. Working days are Monday to Friday, exact start and finish times are to be agreed.

The salary for this post is **£27,481 per annum**. This salary is based on point 34 within grade 7 of the support staff pay spine.

Holiday entitlement is 24 days per annum, plus 8 bank holidays. This rises to 29 days with 5 years' continuous service.

All support staff automatically become members of the Local Government Pension Scheme. This is a tax approved, defined benefit occupational pension scheme. The benefits under the scheme are on a Career Average Revalue Earnings (or CARE) basis. Your contribution would be 6.5% of your gross salary and the College contribution would be 17.2% of your gross salary. Once you have started your job at BHASVIC you have the option to opt out of the Local Government pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. Further information can be found on **http://www.eastsussexpensionfund.org**

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on **http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren**

HOW TO APPLY

For details of how to submit your application, please visit our website
www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies

Your application should include the following:

- **A completed application form**

- **A detailed statement outlining how you meet each of the criteria in the person specification below.**

  Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.

- **A covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed**

- **A completed equality & diversity recruitment monitoring form**

> **Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.**

The deadline for receipt of applications is **9am on Wednesday 6 November 2019**

Interviews will take place on **Friday 15 November 2019**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

October 2019

JOB DESCRIPTION
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POST TITLE: Web Developer

RESPONSIBLE TO: Information Manager

GRADE 7 37 hours per week, 52 weeks per year
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PURPOSE OF JOB:

1. To assist the Information Manager with all aspects of Information systems with the College, in particular development of our new online application system, but also ongoing maintenance of existing systems.
2. To provide advice and assistance to users (including colleagues, students and parents) with all aspects of Information systems with the College
3. To provide timely and accurate student data to various external organisations.

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SPECIFIC DUTIES:

- To develop and maintain IT systems to enhance provision of on-line information to users and to automate and improve current College processes (examples of such systems include the Support plan system, UCAS reference system and our student, staff and parent portals)
- To be responsible for developing an on-line application system which will link directly to our MIS system and which will enable students applying for 2021 admission to apply online
- To assist in enabling a fully integrated College Information System.
- To be responsible for the design, maintenance and documentation of the various reporting systems to ensure the accuracy and timeliness of data (including, but not exclusively, Attendance data, exam results, destination information and curriculum planning data)
- To ensure that documentation for all these systems is current and accessible to enable others to use and maintain these systems in the future
- To ensure that staff and management are kept informed when problems do occur and to liaise with other departments to resolve those problems
- To provide frontline support and occasional training for these systems to students, parents and staff
- To provide training and guidance for other members of the development team where necessary
- To assist in the planning for development projects and in planning other workloads
- To prepare reports for staff / management / the corporation / the ESFA / other relevant organisations as required from college information systems including (but not exclusively) the Student records and attendance system
- To keep up to date with current technologies in order to assist and advise on future proofing systems
- To be responsible for liaising with external software companies in order to ensure seamless data transfer between the CIS system and other College systems
- To gather, input and analyse data from various sources to provide information for both internal and external parties
- To undertake any other duties which may from time to time be reasonably requested

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level or responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

October 2019

PERSON SPECIFICATION

JOB TITLE: **Wed Developer**
DEPARTMENT: **CIS**
RESPONSIBLE TO: **Information Manager**

	Essential	Desirable	Method of assessment
Qualifications			
1. A degree in a relevant subject with relevant work experience *OR* Educated to advanced level or equivalent plus at least two years' experience in a similar position	✓		Certificates Application Reference
Experience /Knowledge			
1. Experience of working in an IT development role	✓		Application Interview
2. Experience of using Microsoft Office applications (in particular Excel and Access) at an expert level, including use of Office 365	✓		Application Interview
3. Web Development experience. In particular HTML and Javascript (or similar scripting language) but also C# and Bootstrap and an understanding of the importance of responsive design, version control and testing, debugging processes	✓		Application Interview
4. Experience of complex report writing from databases, including using nested reports and sub queries	✓		Application Interview
5. Experience of Visual basic for applications and SQL		✓	Application Interview
6. Experience of working effectively, both alone and as part of a team.	✓		Interview
7. Experience of writing technical documentation and user guides	✓		Application
8. Experience of working in an educational environment		✓	Application
9. Experience of working with CAPITA software (in particular UNIT-e and report generator)		✓	Application Interview
10. Experience of using SSRS, and / or other report writing packages.	✓		Application Interview
Skills and Abilities			
11. The ability to design, code and modify web sites	✓		Assessment
12. The ability to work with complex databases and spreadsheets using data from different sources	✓		Assessment
13. The ability to take the initiative and be proactive	✓		Interview
14. The ability to work quickly, flexibly, effectively and positively in response to requests made at short notice.	✓		Interview
15. The ability to communicate effectively and interpret requests for information in order to produce relevant and accurate reports.	✓		Interview Assessment
Other			
16. Willingness and ability to undertake training needed to fulfil the changing requirements of the post	✓		Interview/ Application
17. An understanding of and commitment to the values given in the BHASVIC Staff Code of Conduct, the Equality and Diversity Policy, the Safeguarding policy and the Race Equality policy	✓		Interview