JOB DESCRIPTION

Post Title: Junior Software Developer

Purpose: To develop, support and maintain College Systems and to ensure their effective use.

Responsible to: The Principal through the Head of Information Services.

Liaising with: Relevant staff with cross college responsibilities, e.g. Senior Management team & College Management team

Main Duties and Responsibilities

- To develop, manage and maintain internal PHP based software applications for the college.
- To provide accurate and timely information as required for college management and external returns.
- To adhere to coding standards and practices within the Software Development team.
- To ensure all data within developed and maintained systems are secure and all relevant security standards and practices are adhered to.
- To liaise with the CIS Manager, Director of Administration and College Services, the Senior Developer, the Office Manager and other staff on methods of accessing information and to provide in-house training for staff in the use of internally developed systems and other computerised systems as appropriate.
- To maintain high quality documentation of all systems and procedures.
- To develop new systems to respond to the changing needs of the college.
- To ensure that systems are accurate and robust, ensuring that applications are accessible to appropriate staff.
- To support wider cross college events and initiatives as appropriate

Quality Assurance

- To contribute to the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To adhere to the College quality procedures, especially through contribution to the self-assessment process.

Communications

- To ensure familiarity with the department's aims and objectives.
- To liaise with relevant external bodies as appropriate.

Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

Management of Resources

- To contribute to the maintenance of an attractive working environment in your area.

Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To carry out duties with due regard to the college's policies on equal opportunities, health and safety and quality assurance.
- To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract.

This job description will be kept under review and may be amended from time to time, following consultation with the postholder, to reflect changing organisational needs.

PERSON SPECIFICATION: JUNIOR SOFTWARE DEVELOPER

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Experience of designing, developing and maintaining Full Stack PHP based web applications		✓	Application, Interview
Experience of designing, developing and maintaining MySQL based applications		✓	Application, Interview
Experience of working with LAMP servers		✓	Application, Interview
Experience of using Version Control and Continuous integration systems and processes		✓	Application, Interview
Experience of developing with MVC frameworks such as Yii or Laravel		✓	Application, Interview
Experience of developing and consuming APIs both internally and externally		✓	Application, Interview
Skills and Knowledge			
High awareness of technical skills appropriate to this post, especially the use of PHP, HTML5, CSS, Javascript, jQuery, MySQL, SSH, Git, Continuous Integration systems (ideally Jenkins), PHPUnit and Linux command-line	✓		Application, Interview, Test
Be able to write proficient code in Javascript	✓		Application, Interview, Test
Be able to write proficient code in HTML5 and CSS	✓		Application, Interview, Test
Be able to write proficient code in PHP		✓	Application, Interview, Test
Be able to create proficient SQL queries (ideally in MySQL)	✓		Application, Interview, Test
Well-developed written and oral communication skills	✓		Application, Interview
Good time management and organisational skills	✓		Interview
Ability to empathise with 16-19 year olds within a college situation	✓		Interview
A clear understanding of developments in post-16 education		✓	Interview
High level of numeracy	✓		Interview
Education and Qualifications			
Good level of general education	✓		Application, Interview
Successfully completed or working towards an appropriate qualification to degree level or equivalent vocational training		✓	Application, Interview
Attitude and Impact			
Good team player	✓		Interview
Flexibility in dealing with a wide range of tasks	✓		Interview
Ability to problem solve under pressure	✓		Application, Interview
Ability to manage several projects at once	✓		Interview
Ability to work on own initiative	✓		Interview
Accuracy and attention to detail	✓		Application, Interview
Ability to work outside normal office hours on occasions	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
Committed to Equality and Diversity	✓		Interview

Personal			
Enhanced DBS Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
this will follow an initial offer of employment			

SUMMARY OF MAIN TERMS AND CONDITIONS OF SERVICE
Junior Software Developer

Start Date	As soon as possible
Closing date	Closing date for receipt of applications <u>10.00am on Monday 1st November 2021.</u> We will not be able to accept applications after this date, except in exceptional circumstances.
Salary	Salary will be points 18 – 20 on the Sixth Form College's Support Staff Scale, currently £28,217 - £30,105 per annum.
Interview date	It is anticipated that interviews will be held on **Friday 12th November 2021.** and candidates will be contacted by telephone/email. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.
Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
Pension Scheme	You will automatically become a member of the Greater Manchester Pension Scheme (unless you opt-out).
DBS Clearance and safeguarding checks	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks.
Rehabilitation of Offenders Act 1974	The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.