

## Job Description

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**Job title:** Junior Web Developer  
**Reports to:** Web Manager  
**Location:** Leigh Academies Trust

### Overview

Now more than ever digital communication is a fundamental part of our everyday life, from shopping online to providing unbounded possibilities for learning. At Leigh Academies Trust (LAT) we are moving forward with a digital-first approach which is part of our Vision 2025 statement. LAT's in-house Marketing Department is continuously developing new ways of interacting and communicating with our stakeholders through various aspects of marketing such as graphic design, animation, promotional video & photography and online services.

This is an excellent opportunity to join a passionate team during an exciting time as we expand our services across 30 academies as well as our internal businesses. If you are a highly-motivated and enthusiastic Junior Web Developer with previous experience or looking for your first role after leaving university, then we really want to hear from you.

As a Junior Web Developer, you will be a core part of the Web Team assisting with our web support desk (webdesk) across various day-to-day tasks and projects such as; user experience design, user interface, theme and template design & development as well as supporting the team to improve our online services across LAT.

### Main responsibilities

- Develop themes and templates using WordPress
- Develop wireframes for new pages and websites
- Work closely with the team and academies to ensure our current websites meet the users' needs
- Support the team with day-to-day tasks and projects
- Carry out QA tests on new and current websites
- Provide customer support with website issues, or change requests while delivering a professional service
- Gather web user data (analytics, feedback and polls)
- Analyse and research web design trends in the education sector as well global leaders
- Support with general team responsibilities such as managing requests, replying to tickets, helping clients with general questions and keeping operations running smoothly

### Person Specification

The successful candidate will:

- Have a passion for web and coding
- Have the ability to be creative
- Have a great work ethic and strong communication skills, along with the ability to articulate ideas within a team environment
- Manage time effectively
- Possess an eye for detail and accuracy
- Be keen to expand skills and experience
- Be well-organised, efficient and methodical, possessing the ability to manage work and projects, and to implement a logical approach in updating project progress to IT/cloud-based systems

### Skills and Experience Required

- Have experience of creating websites with a focus on the end user

- Have an understanding HTML and CSS
- Understanding of web design, what works and what is trending
- Understand the fundamentals of web design, Web UX/UI and Responsive design
- Be familiar with Google Analytics and running QA tests
- Degree, high level qualification or training in web design/development, computer science or digital media development. Alternatively have acquired equivalent experience

### Other Desirable Skills (not essential)

- Have an understanding of Wordpress and its codex, PHP and Javascript (jQuery framework)
- Understanding of web accessibility
- Have knowledge of: Adobe Creative Cloud (Adobe XD, Illustrator, Photoshop)
- Excellent client-facing skills
- Possess an excellent understanding of the use of grammar and punctuation, giving great attention to detail with the ability to proof-read/edit copy an advantage
- Experience using Google G Suite/Workspace

### Professional Development

Being part of the Marketing Department you will have the opportunity to learn new skills from the rest of the team and have access to a wide range of hardware and software. We feel it is important that you continue to learn new skills whilst working within the department in order to progress your career. You will have access to training and the full suite of Adobe Creative Cloud to enable you to do so.

### About the Marketing Department

LAT's central Marketing Department is made up of three key areas; these are Design, Media and Web. All three of these teams work collaboratively with clients - the central Trust and its academies. The objective is to deliver an effective and consistent message to internal and external stakeholders, including prospective pupils and their families, across a range of mediums. Marketing is the core function of the department and any successful candidate will be encouraged to seek new and innovative ways to engage audiences across the breadth of LAT.

### Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.