

**DEPARTMENT: OPERATIONS**

**DESIGNATION: APPRENTICE WEB CONTENT EDITOR**

**RESPONSIBLE TO: OPERATIONS TRUST OFFICER**

**POST GRADE: APPRENTICE**

**NAME:**

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| **Main Purpose of the Post** |
| You will be assisting in the design and development of the Content Management System to enable all staff to manage content. |
| **Core Responsibilities, Tasks and Duties** |
| 1. **Duties**  * To assist in editing web site content. * To assist/train staff in editing content. * To update social media (Facebook, Twitter, etc). * Ensure content adheres to Trust, Safeguarding & GDPR requirements. * Ensure that content is accurate, up-to-date and provides an excellent user experience. * Assist on improving the website(s) usability and future updates. * Manage your own workload, prioritising job tasks and ensuring timely delivery. * Undertake additional duties, as required, from time to time.  1. **Health and Safety**  * Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.  1. **Professional Accountability**  * The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives.  1. **Safeguarding**  * Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.  1. **Equalities**  * Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation. |
| **Declaration** |
| **The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.**  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PERSON SPECIFICATION**

**APPOINTMENT OF: APPRENTICE WEB CONTENT EDITOR**

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| **Minimum Requirements** | **Measured by:**  **A) Application**  **B) Test/Exercise**  **C) Interview** |
| **QUALIFICATIONS/TRAINING**  **It is essential that the post holder is/has:**   * Educated to GCSE level or equivalent Including English and Maths at Grade ‘4/C’ or above.   **It is desirable that the post holder has:**   * Evidence of continued professional development. | **A** |
| **EXPERIENCE/KNOWLEDGE**  **It is essential that the post holder has:**   * IT literate. | **A & C** |
| **SKILLS AND ABILITIES**  **It is essential that the post holder has:**   * Good English reading, verbal and writing skills. * Good communication skills. * Ability to manage time effectively. | **A & C** |
| **It is desirable that the post holder has:**   * Prior experience in Website Content management systems (We use WordPress). * Understanding of Social Media. * Basic HTML understanding. * Photo Editing (Photoshop). * Video Editing. * Some Coding Knowledge (JavaScript, PHP). | **C** |
| **ADDITIONAL FACTORS:**  **It is essential that the post holder has:**   * Resilience and ability to work to tight deadlines. * Readiness to develop and apply skills. * An ability to fulfil all spoken aspects of the role with confidence through the medium of English. * A willingness to undertake appropriate training. * Awareness and sensitivity with regard to equal opportunities and race equality. | **C** |