Haileybury

Job Description

Job Title:	**Developer**
Department:	**Computer Support**
Responsible to:	**Director of IT**
Last reviewed:	**April 2024**

Job Outline

Haileybury are currently seeking a talented and dedicated Developer to join our IT Department on a part-time basis. The ideal candidate will work collaboratively with staff across all levels of the School to identify requirements and develop bespoke software solutions. A significant focus of this role involves creating and maintaining systems that utilise APIs for the integration or enhancement of existing solutions, thereby improving operational efficiency and data accuracy.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Key Responsibilities

- Collaborate with various departments to scope and define project requirements accurately.
- Design, develop, and implement software solutions that meet the identified needs, focusing on API integration and data management.
- Utilise a broad range of technologies including PHP, HTML, CSS, JavaScript, and SQL (with an emphasis on Microsoft SQL Server) to build and maintain effective software solutions.
- Create and manage integrations using REST APIs, Google Apps Script, and other relevant technologies to streamline operations and improve system interoperability.
- Employ version control systems to ensure a collaborative and efficient development process.
- Develop interfaces with CRM and other database systems to support data integrity and operational requirements.
- Ensure development best practices are followed in particular with regards to security.
- Identify, troubleshoot, and resolve software issues while continuously seeking to improve system functionality and user experience.
- Keep abreast of the latest technology trends and best practices to contribute to the ongoing improvement of the IT department's capabilities.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality, Diversity and Inclusion

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Developer

Person Specification

	Essential	Desirable
Qualifications		
Good general level of education (to A Level or equivalent)	✔	
Knowledge, Skills and Experience		
Proven experience in software development with a strong background in PHP, HTML, CSS, JavaScript, and SQL.	✔	
Development of solutions using frameworks.	✔	
Demonstrable expertise in working with Microsoft SQL Server and understanding of CRM database systems.	✔	
Familiarity with REST APIs.	✔	
Use of version control systems to good effect.	✔	
Prior experience within the education sector, particularly within independent schools.		✔
Experience with school database systems, notably iSAMS.		✔
Experience of Google Workspace applications.		✔
An understanding of Artificial Intelligence systems.		✔
Personal Attributes		
Excellent problem-solving abilities and analytical mindset.	✔	
Effective project scoping and collaborative working skills, with the ability to engage stakeholders at all levels.	✔	
Strong communication and interpersonal skills, capable of working effectively in a team environment.	✔	
Excellent time management and the ability to work flexibly and meet deadlines.	✔	
A keen interest in technology and education, with a commitment to developing innovative and effective solutions.	✔	