



KPS – Kendrick Parents' Society

Website Designer & Coordinator

Job Description & Person Specification

Website Designer & Coordinator

Website Designer & coordinator will be an individual with a good working knowledge of website design, email marketing and blog and content writing skills. They will also be confident enough to guide and advise KPS Committee on their brief, including creating and editing the website.

Along with having the technical skills and experience, this role will ideally be a good team player and well-rounded individual who wishes to increase their experience by working in this proactive environment for Kendrick Parent Society that is now looking to grow.

Key Responsibilities:

1. Responsible for designing and creating visually appealing website for KPS, from layout to function; according to agreed specifications that feature user-friendly design and clear navigation.
2. Managing the technical and graphical aspects of the website; how the site works and how it looks.
3. Regular maintenance and update of the site.
4. Willing to take feedback from all stakeholders, analyse and provide a tangible solution.
5. A good working knowledge of apps and the app-development process would be a bonus as there will be the opportunity to create and manage apps from creation through to implementation.
6. Self-motivated and enthusiastic individual who has good organisational abilities and is able to prioritise and manage their own workload.

Requirements

- Experienced Web Designer & Developer with Proven Results
- Experience in graphic design, email templates and web page creation
- Good understanding of Web Accessibility and security
- Excellent Portfolio of Work & Experience
- Blog and content writing
- Social media Content writing and engagement
- Experience with LinkedIn, Facebook for Business, Twitter, Instagram, HubSpot and other popular social media platforms would be of great advantage
- Good understanding of Marketing
- Excellent technical skills
- Team player with 'can do' attitude
- Be organised and pro-active, with a keen eye for detail
- Ability to think through and solve problems
- Exemplary communication skills with an excellent standard of spoken and written
- Leading by Example Approach to project management
- Ability to prioritise work load and work to very tight deadlines

This is a fantastic opportunity for someone who would like to harness their skills and experience in designing a new website for KPS. And perhaps wanting to have some work experience within this field. If you are a Web Designer & Developer and looking for a new challenge with clear rewards, then contact KPS Chairs for more information or apply to chair.kps.uk@gmail.com.

The post holder must read the **Health & Safety Policy** and **Safeguarding Policy of the school** before coming into contact with students and or organising events. These can be found on the school



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website. If anyone has a safeguarding concern about a student, they must report it to the **Designated Safeguarding Officers, Ms Kattirtzi or Mr Simmonds**. Post-holders must also be aware of the use of personal information according to the **GDPR regulations**.

The list of responsibilities outlined above is not intended to be exhaustive and the post-holder may be required to undertake other, reasonable tasks when necessary.

I have read and understood my responsibilities

Signed

Dated