

Post of IT Administrator

St Mary's Music School is seeking to appoint an experienced, enthusiastic and motivated IT Administrator to support all aspects of the IT provision within the school.

The successful candidate will be responsible for the management, maintenance and smooth operation of the school's IT infrastructure, working alongside the Bursar and the school's retained IT support service. They will ensure staff and pupils have access to secure, reliable and robust systems and hardware.

The successful candidate will need strong technical skills and confident knowledge of Microsoft Windows domains and systems and network management. Experience of Active Directory and domain services is essential, along with knowledge of firewalls, internal network security, anti-virus and anti-spam systems. A high level understanding of Microsoft 365 administration will be required. The school currently houses around 50 PCs with associated peripherals, 4 on-site servers and one hyperV server, plus around 20 mobile devices, in addition to Smart Boards and AV equipment.

We are a small school in which no two days are the same, and staff adaptability and flexibility are key, along with a willingness to be hands-on when necessary. The IT Administrator will work closely with senior staff. The line manager for the post will be the Bursar.

This is a full-time post of 35 hours per week, working over the full year.

Job Description

General ICT Management

- Maintain essential IT operations, including operating systems, security tools, applications, servers, email systems, laptops, desktops, software, and hardware;
- Manage the support contracts / service level agreements for IT services, network infrastructure, telephony, CCTV and printing to ensure efficient and effective performance and deployment of appropriate support services;
- Creation of clear documentation on configuration, use and support of all IT systems;
- Monitor the quality of IT provision, identifying areas for improvement and implementing changes where necessary, in liaison with the Bursar and Depute Headteacher;
- Assist the Bursar in compiling and managing an annual IT budget for licence renewals, maintenance, repairs and a rolling hardware replacement programme;
- Identify future resourcing needs for IT for consideration;
- Keep abreast of the latest developments both in the field of IT and in online safety and undertake research as appropriate;
- Ensure compliance with all statutory and legal requirements concerning information and management including GDPR;
- Be a keyholder for the school, responding to IT related call outs, supporting users/servers remotely or attending site out of working hours if required

IT Network:

- Implement the installation and administration of network infrastructure and carry out scheduled maintenance;
- Manage, monitor and test security and back-up systems and plan disaster recovery to enable an efficient return of service;
- Manage the schools WiFi access and security;
- Administer the school telephony system;
- Implement and maintain the Anti-Virus and Anti-Spam systems and Unified Threat Management (UTM) system;
- Manage Internet access filtering, email filtering and related monitoring systems;
- Manage and maintain the Microsoft 365 infrastructure, administering setup, security and user access.

Hardware, software & consumables:

- Install, maintain and update software;
- Maintenance and upgrading of hardware, including PCs, laptops, and tablet devices, according to a rolling schedule of replacements;
- Ordering, stocking and replenishing IT consumables;
- Support printers, scanners, photocopiers and CCTV equipment;
- Manage, set-up and support audio visual equipment;
- Maintain an inventory of all hardware, software licences and telephony resources, including a register of all borrowed equipment, and undertake periodic auditing of the inventory;
- Ensure cleanliness of PCs and other IT equipment.

Support

- Respond to IT queries throughout the school, prioritising as necessary, raising support cases with third parties as required;
- Provide technical support and training for hardware and software;
- Input to development and implementation of policies and procedures for the use of IT;
- Support staff inductions to ensure all staff have the required training and equipment;
- Moderating and supporting staff on social and digital media platforms, acting as the Internet moderator;
- Ensure that any IT service or equipment meets health and safety requirements;
- Be aware of developments in online safety and advise on these as appropriate.

General duties:

- Promoting the School generally;
- Undertaking appropriate and agreed training and maintaining a personal record;
- Participating in any arrangements for appraisal of performance;
- Participating in extracurricular activities as appropriate;
- Attending staff meetings as required;
- Other duties as required by the Bursar or Headteacher.

Applications:

Application form and covering letter should be sent by email or post to:

Mrs Lyn Bryce
HR Assistant
St Mary's Music School
Coates Hall
25 Grosvenor Crescent
Edinburgh EH12 5EL

Email: vacancies@smms.uk

Application forms returned by email will be required to be signed at interview stage.

Closing Date for Applications:

10am Monday 28 October 2024

Interview Date:

Week commencing 11 November 2024

Start Date:

Monday 6 January 2025 or by mutual agreement.

The School

St Mary's Music School is Scotland's specialist music school and the Choir School of St Mary's Cathedral. It is situated in a leafy campus in the heart of Edinburgh, a short walk away from Haymarket Station. Co-educational, day and boarding, the School provides specialist music training and an impressive and stimulating academic education for pupils aged 9 to 19 showing special ability and potential in music. St Mary's Music School "aims to provide the highest possible standard of education and training to exceptionally gifted young musicians, in an inspiring, inclusive and supportive environment".

Around 70 pupils, including day pupils, boarders and choristers, come from many different backgrounds and from all parts of Scotland, as well as elsewhere in the UK and abroad. Entry is by audition and pupils gain a place on the basis of musical ability and potential, regardless of personal circumstances. Scottish Government and school funding, up to 100%, is available through the Aided Places Scheme to assist with the cost of tuition and boarding fees.

The Choir School was opened in 1880 to educate choristers for St Mary's Episcopal Cathedral. Since 1972 the School has also educated young instrumentalists, composers and singers. The School is non-denominational and welcomes pupils of all faiths and none. Music is at the centre of the curriculum. The School runs a chamber-size orchestra, string ensembles, chamber choir, instrumental chamber groups, jazz ensembles and promotes traditional Scottish music.

Pupils share a common love and enjoyment of music and the School aims to ensure that they are given every opportunity to flourish and emerge as excellent musicians capable of using the powerful art of music to inspire and enrich their own lives and the lives of others. We aim to prepare pupils musically, academically, socially and emotionally for the next stage in their educational development. We encourage a high level of motivation and self-esteem, giving all pupils the opportunity to achieve their potential and promoting self-discipline, as well as developing skills of responsible citizenship.

The most recent report from HM Inspectorate of Education rated the School "excellent" and "very good". Pupils consistently achieve very high standards in music and also academically. The academic education is widely based in the early years and, for older pupils, it is more flexible and individually tailored than is generally possible in larger schools. Most pupils proceed to higher education and most enter the music profession, with many established alumni now pursuing international careers, many retaining contact with the School. Illustrious former pupils include pianist Steven Osborne, soprano Susan Hamilton, conductor Garry Walker, composer David Horne, guitarist Paul Galbraith, cellist Philip Higham, presenter Alexander Armstrong and jazz pianist Alan Benzie.

Outreach is an important aspect of the work of the School. Our long established Saturday Music Classes offer pre-School and early years Dalcroze and Kodaly classes, theory, singing and instrumental tuition for children from the pre-school year upwards.

Pupils have many performing opportunities in School and in external concerts, in important venues such as The Queen's Hall and playing for royalty and at the Scottish Parliament, and also providing music for smaller-scale events, often for charity. Pupils also play in youth orchestras, such as the National Youth Orchestras of Scotland and Great Britain, and sing in the National Youth Choir of Scotland.

St Mary's Music School is the only Scottish member of the nine Schools of Music and Dance Excellence, which are some of the most successful and vibrant school communities in the UK.

St Mary's Music School helps deliver the Scottish Government's vision for excellence in education by nurturing Scotland's finest young musical talent, being ambitious for our pupils and aiming for excellence across all aspects of the education we provide, as reflected in the aims of the School.

Terms and Conditions of Employment

Place of Work

In the School which is currently situated in Coates Hall, 25 Grosvenor Crescent, Edinburgh EH12 5EL or at any other property owned or used by St Mary's Music School.

Hours of Work

35 hours per week, Monday to Friday, normally 8am to 4pm with a one hour break for lunch.

Some evening and weekend work may also be required, for Open Day, Concerts and other events. Staff are given time off in lieu for working on these occasions.

Rate of Pay

The starting salary ranges from £27,456 to £30,294 per annum. Placing and advancement on the scale is dependent on qualifications, experience and performance. Salary is payable by credit transfer, monthly in arrears.

There will be a cost of living pay review each year.

Pension

Eligible employees (those who earn more than £10,000 per annum) are automatically enrolled into a workplace pension scheme. Non-eligible employees may choose to opt-in to the pension scheme. Employee contribution is 7.0% of salary; employer contribution is 8.0% of salary. Employees may choose to opt-out at any time.

Holidays and Holiday Pay

7 weeks (35 days) pro rata paid holiday per annum to include statutory holidays. The holiday year begins on 1 August.

No holidays, including statutory holidays, may be taken during the school term without the written permission of the Bursar.

School holidays for pupils are 1 week in October, 2 weeks at Christmas, 1 week in February, 2 weeks at Easter and 8 weeks in summer. Term dates do not necessarily coincide with those of other schools. The school buildings are closed in the October half-term week, at Christmas and for 1 of the 2 Easter weeks and these weeks form part of the 7 week annual holiday entitlement.

Public or other bank holidays which occur during the School session are working days and are not part of your holiday entitlement. There will be no entitlement for days in lieu of public or bank holidays.

Sick Pay

Statutory Sick Pay is payable, according to the rules of the scheme. Additionally SSP will be supplemented as shown below:

Service completed on first day of absence	To a maximum of Full Salary for a period of	To a maximum of Half Salary for a period of
26 weeks Probation Period	1 Week	1 Week
After 26 weeks to 2 years	4 Weeks	4 Weeks
More than 2 years	9 Weeks	9 Weeks

Any period or periods of absence due to sickness in the twelve months preceding the first day of a new period of absence (whether due to the same illness or not and whether or not SSP was supplemented as above) will be taken into account in calculating the appropriate supplement of SSP, if any.

Medical Examination

You may be requested, either before or during your employment at the School, to submit yourself to a medical examination by a registered medical practitioner nominated by the School Directors / Headteacher for the purposes of determining whether there are any matters which might impair your ability to perform your duties. You will give such authority as is required for such practitioner to disclose to the School Directors / Headteacher the results of such examination. All reasonable expenses associated with any such examination will be borne by the School.

Disclosure of Criminal Convictions

All employees are required to authorise St Mary's Music School to request a PVG Scheme Record from Disclosure Scotland.

This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 under section 4(2) of said 1974 Act. Applicants are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'Offences which must always be disclosed' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 No.2.

Applicants are not required to disclose spent convictions for offences included in Schedule B1, 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

Grievance Procedure

The grievance procedures applicable to your employment are set out in the School's Staff Handbook. The school's Grievance Policy does not apply until after the end of the probationary period.

Disciplinary Procedure

The disciplinary procedures applicable to your employment are set out in the School's Staff Handbook. The school's Disciplinary Policy does not apply until after the end of the probationary period.

Probationary Period

26 weeks from first day of work.

Notice Period

Between 4 and 12 weeks depending on length of service, except during the probationary period when notice period will be one week from either side.