



Appointment of Information Systems Analyst

The Aims of the School

Hutchesons' Grammar School aims to provide boys and girls with a broad Scottish education, with the emphasis on academic excellence.

Founded in 1641, Hutchesons' is a famous school which has always been at the forefront of teaching and learning in Scotland. Nowadays, it is a large and dynamic school of great vitality and diversity, where nearly 1400 pupils from primary one right through to sixth year follow a broad curriculum, blending the traditional and the modern. Experienced teachers are one of Hutchesons' greatest strengths, along with the resources they need to do their job to the highest possible standards.

Hutchesons' pupils excel in a wide variety of sports both nationally and internationally, and the quality of performance in music, drama and the arts is equally high. All pupils can follow a structured programme in and out of the classroom which broadens their outlook and helps them develop their interests and enthusiasms. There are many opportunities for involvement in clubs and societies, community work and charity fund-raising, visits, and tours both within the UK and abroad, and for the Duke of Edinburgh award scheme.

As individuals, Hutchesons' pupils are encouraged to develop confidence, self-discipline, integrity, courtesy, and consideration for others. They are part of a large community of learners, where every individual is important. They learn to be thoughtful, articulate, and well-read and to have a clear idea about how they want to live their lives beyond school and university.

Scots have always valued education very highly, and for over three centuries Hutchesons' has sent young men and women out into the world secure in the knowledge that they are part of that tradition.

Computing Services Department

The Computing Services Department at Hutchesons' is responsible for the delivery, management and support of all IT-related systems and applications across academic and support functions of the school and Educational Trust. The department provides guidance and technical support to over 2,500 pupils, parents, teachers and administrative staff across primary and secondary campuses, and manages a significant estate of IT and audio-visual hardware, software, network and systems. The department is based at the secondary school campus and currently has five full-time members of staff and a head of department.

Responsibilities are organised within “Infrastructure”, “Helpdesk” and “Applications” teams.

However, as a small department, all staff share responsibility for delivering the service and there is much cross-over and sharing of skills and knowledge. The department aims for a friendly and professional approach and has a good reputation across its user base.

Background

Hutchesons’ is nearing the conclusion of a 5-year strategy to transform IT delivery. A key component of this strategy has been to maximise agility and flexibility by moving to cloud-based platforms and adopting mobile devices over traditional desktop access to IT. Teaching staff, pupils and academic departments now almost entirely work within Microsoft Office 365 and the Firefly learning platform and we aim to complete the migration of most remaining services to cloud solutions by 2022.

COVID-19 has forced an acceleration in our strategic programme and over the last 18 months we have had to bring a number of cloud-based systems online in a short space of time, for example:

- Rapid adoption of MS Teams with MIS integration and provisioning via MS School Data Sync
- Online virtual parents’ evenings managed by the school’s parent portal platform and delivered using MS Teams
- Rapid development of parent portal to move all forms online and deliver document publishing and online academic reporting to parents
- Online virtual entrance examinations using GL Assessments and MS Teams
- Online application processing using OpenApply
- Migration of on-premises library system to Oliver cloud-hosted solution
- Provisioning, deployment and management of laptop devices with MS InTune

This has brought significant pressure to bear upon the department and highlighted the need for additional specialist skills in scoping, implementing, integrating and developing new information systems so that they deliver value to our users.

The successful candidate will provide a vital role within the department and to the school as we continue to adopt and develop IT systems to further the school’s aim of providing the best education in Scotland

Overview

The Information Systems Analyst role will take responsibility for the management, development and integration of existing information systems, and will play a key role in scoping and implementing new systems as the school concludes its current strategic phase and develops thereafter. The role complements that of the existing Applications Specialist who has responsibility for providing in-house solutions based on MS Sharepoint and the MS Power Platform.

The role is very much hands on and will require initiative and enthusiasm to explore the capabilities of systems and translate these into solutions for our users. You will require a wide range of skills, from web content management to structure and present information, PowerShell scripts to extract data from web services to Excel wizardry and SQL queries against our databases.

You will be expected to work closely with a wide range of academic and non-teaching staff, to understand requirements and translate this into solutions which range from Word templates and Excel spreadsheets to full-blown system integrations.

It is important that you maintain a friendly and professional approach, be well presented at all times and be able to communicate using non-technical language. You will report regularly to the Head of Computing Services and be expected to communicate with, and provide support to, other members of the team. As well as the appropriate technical skills and knowledge you will show initiative in maintaining the high levels of service expected from the team.

For clarity this role will not involve maintaining and developing core network and server infrastructure, for which the school has dedicated team. Rather the role will have responsibility for on-premise and cloud-based information systems, their configuration, management and integration.

Key Responsibilities

- Take ownership, manage and develop existing information systems to support teaching and administration across the school
- Work closely with internal staff to develop the capabilities and features of existing systems to meet the needs of the school
- Carry out necessary updates and audits of usage to ensure that all platforms are secure and fit for purpose
- Integrate 3rd party systems to ensure efficient operation and integrity of data. This will involve a mixture of automated tools and manual data transformation
- Identify opportunities for improving processes and assist in the preparation of proposals to develop new systems
- Take a lead role as the need for new systems are identified, coordinating with internal and external stakeholders to establish project scope, system goals, and requirements
- Provide documentation, training and technical support as needed - both internally to the Computing Services staff as well as to power and end-users

Experience

Essential

- Working as part of a team to deliver business solutions in a medium-sized organisation of 20+ end users
- Working in an IT environment with significant focus on Microsoft technology
- Managing and developing key business information systems
- Responsibility for web content with a focus on structuring information, for example, a web or intranet site
- Experience of automation and information systems integration
- Evidence of taking a key role in introducing new systems to an organisation: scoping, installing, configuring, documenting, testing and training

Desirable

- Experience of working in an environment which is transitioning to cloud-based solutions

Skills

Essential

- Excellent understanding of computer systems, databases and data in the context of cloud or other web-based platforms
- Strong analytical skills with a proven ability to assess business needs and translate these into relevant IT solutions

- Ability to carry out troubleshooting, researching, and resolving of information system problems
- Good understanding of SQL databases and the ability to interrogate and troubleshoot data using SQL T-SQL
- Proven use of MS Excel to carry out data analysis and transformation
- Experience in writing scripts, PowerShell or otherwise, to automate tasks or process data
- Excellent understanding and awareness of customer relationship issues and the ability to consistently provide a high quality and friendly service
- Ability to produce high-quality support documentation appropriate to the intended audience o Good written and verbal communication skills
- Ability to organise and manage own time effectively

Desirable

- Experience of interacting with RESTful APIs and other web services using scripts or programmed solutions
- Experience in using, or developing solutions on, MS Sharepoint

The working hours for this role are 8.30 am to 4.30 pm Monday-Friday, however, on occasion you will be expected to work outside of normal hours to carry out systems maintenance. For this type of work you will be offered payment or time off in lieu (TOIL).

Closing date for applications: 20 September 2021.