

Software Engineer

Job Details

IMPORTANT

The notes in this document are for general information only and the appointment will be subject to signature of formal conditions of employment

THE SCHOOL

Gordonstoun School is internationally renowned and known for the wide range of activities that it provides for girls and boys throughout the School's 8-18 age range. It has first-class facilities for these activities which include, in addition to all the normal subjects and many outdoor pursuits, expeditions, seamanship and a wide variety of rescue services.

The creative life of the School is vibrant and well developed, with Drama, Art, Music and Technology central to the life and ethos of Gordonstoun.

Staff are deeply committed and during term work throughout the week, including weekends. The variety and range of our activities, coupled with a real commitment to work, indicate the School's aim to educate the whole person.

Gordonstoun School stands in 150 acres of woodland, within walking distance of sandstone cliffs and sandy beaches on the beautiful coast of the Moray Firth in Scotland. Six miles away is the historic city of Elgin. Lossiemouth nearby is well known for its picturesque harbour, fine golf courses and Royal Air Force Station. The City of Aberdeen is about two hours' drive away, while an hour's drive takes you to the ski resort of Aviemore at the foot of the Cairngorm Mountains. Inverness, the capital of the Highlands, is forty miles away and is itself only about an hour away from London (Gatwick) by air.

THE IT SERVICES DEPARTMENT

Based in the IT Centre, the IT Services department provides and manages the IT infrastructure for the Gordonstoun Schools, including computers, telephones, faxes, photocopiers and CCTV.

Campus-wide IT infrastructure development, technical management and support is provided to all departments, including management information systems' development, with hardware and software technical support provided both for staff and for students.

The School's academic IT policy is to develop the IT skills of students in the context of their day-to-day work. This is being achieved through the increasing use of IT in all subjects and by all staff, as well as by specific IT classes. Formal IT courses are available through a separate Curricular IT department for those students who wish to study the subject in depth and the subject is an option at both GCSE level and GCE-Level.

IT Services provides training and support to academic departments in order to help them develop ways of applying IT to teaching and learning in the different subject areas. In addition, a working group is looking at the future development of teaching and learning at Gordonstoun, and the associated impact of technology, and the IT Services department has an important role to play here too.

The School has recently introduced *iSAMS*, a web-based MIS for schools, which replaces the internally developed *GIRO* system. Other web-based facilities are developed in-house.

The campus computer network at Gordonstoun runs over fibre-optic and UTP CAT-5 cabling; the network is based on *Microsoft Windows XP* workstations, *Microsoft 2003* servers and a 10MBits per second leased-line internet connection with *Thus* as the service provider. The department is also responsible for supporting an *Alcatel* telephone system and a range of *Xerox* photocopiers.

The campus supports *WiFi* and a laptop is a required piece of equipment for each student.

JOB OUTLINE

A **Software Engineer** is required from **November 2009** (or as soon as possible thereafter) to join the IT Services department.

The role requires an individual with experience developing windows forms applications and database-driven websites in a commercial or public sector organisation. This is a challenging and varied job with the focus on software development for the School's academic and administration information systems. Ideally, applicants should have undertaken and completed a wide and varied range of programming projects. Experience of development work within an academic environment would be useful, particularly in the fields of intranets and virtual learning environments.

Experience of programming using a web development language (eg ASP, ASP.NET, PHP) and SQL databases (eg SQL Server, Oracle, ASE, ASA, MySQL) is essential for this post; ideally, applicants should have C# 2005, Microsoft SQL Server 2005, ASP.NET 2, .NET Framework 2005 and IIS skills.

The role will see involvement in the full software development life-cycle, working on new applications as well as enhancing and supporting existing ones. Systems analysis and documentation will be an important aspect of the role and the Software Engineer will be expected to work with users to ensure their information requirements are fully and accurately specified and met. The Software Engineer will also need to work and liaise with outside contractors and mentor other IT staff involved with internal applications support. The Software Engineer will be expected to contribute constructively to the operation and development of IT support services and systems to ensure the timely and effective resolution of technical problems and will also need to maintain an excellent knowledge and understanding of existing, developing and future technologies.

Applicants should be educated to degree level in a relevant subject and must have excellent interpersonal skills, communication skills (both written and verbal) and numeracy skills; they should be team-players and always be striving both to exceed users' expectations and to add value to technical solutions. A proven approach to good user interface design will be important, as will a total willingness and commitment to ensure the ultimate quality of solutions, to meet targets and to complete projects to agreed time-scales and within budgets. Experience of developing, supporting or using academic administration systems or VLEs would be useful, though not essential.

Applicants should be capable of working to tight deadlines; the position would suit someone who is both time-flexible and task-flexible, a good organiser, meticulous in their attention to detail, excellent at planning and at technical problem-solving and who maintains high personal standards of work in terms of both quality and accuracy.

RESPONSIBILITIES OF THE SOFTWARE ENGINEER

The responsibilities of the Software Engineer will include (but will not be limited to) the following:

1. ANALYSIS

1.1. Meet with users to discuss individual, department, support and organisation requirements.
1.2. Document analysis phase.
1.3. Produce system specification.
1.4. Produce impact analysis for subsequent changes to specification.
1.5. Ensure sign-off of specification and any subsequent changes to it.

2. RESEARCH

2.1. Understand and become expert in underlying technologies.
2.2. Identify potential difficulties, problems or incompatibilities.
2.3. Build mock-up or test systems to research new and existing technologies

3. DESIGN

3.1. Design and document system.
3.2. Liaise with users particularly over functionality, screen form and report design.
3.3. Ensure sign-off of design and any subsequent changes to it.

4. IMPLEMENTATION

4.1. Develop software using appropriate tools.
4.2. Define and perform test procedures for software (including alpha- and beta-testing).
4.3. Configure operating and sub-systems.
4.4. Maintain version control records for software development.
4.5. Install new systems ensuring appropriate security and backup strategies are in place.
4.6. Monitor performance and stability of systems through effective logging of problems.

5. TESTING

5.1. Plan and perform Beta, Unit, Integration, System and Usability testing.
5.2. Document and report on findings from software testing.

6. DOCUMENTATION

6.1. Provide internal documentation for all software development.
6.2. Provide user and support documentation for systems.

7. APPLICATION SUPPORT

7.1. Provide technical support to Helpdesk staff.
7.2. Provide application support to end-users as required.

8. APPLICATION TRAINING

8.1. Train IT staff in the use and support of new applications.
8.2. Develop training course and open-learning materials.
8.3. Assist in the training of support staff and end-users.

9. REVIEW

9.1. Evaluate and review new systems.
9.2. Undertake reviews of existing systems.
9.3. Make recommendations for software/hardware updates and system development.

ADDITIONAL DETAILS

The Software Engineer will be a registered key-holder for secure accommodation, will be required to operate security equipment and may have to attend security incidents at any time.

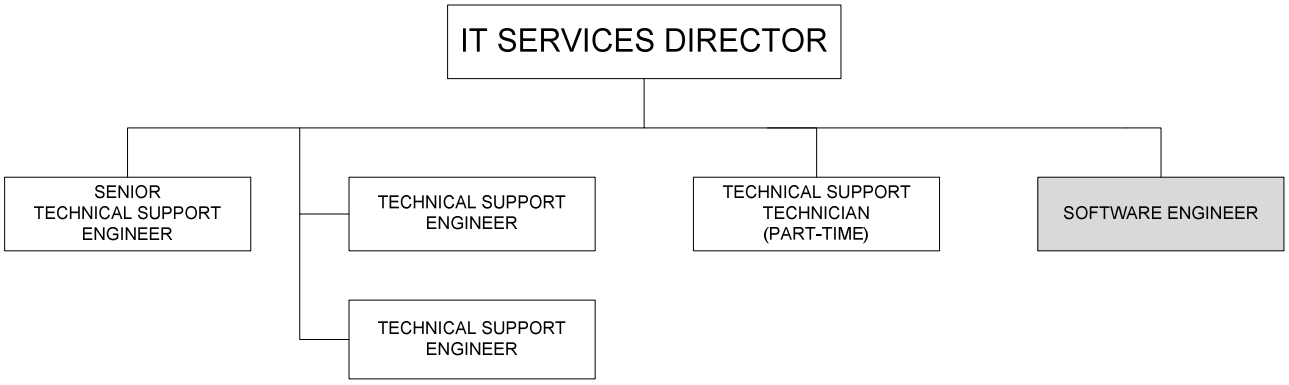
The Software Engineer may be required to be on-call outside normal working hours and may have to attend emergency technical or operational incidents at any time.

The Software Engineer may need to be contacted in an emergency when off-duty or outside office hours by other IT Services staff or by external support services when critical technical or operational problems arise.

It is the School's policy to carry out standard checks on all new employees through Disclosure Scotland, as recommended by the Scottish Executive Education Department, and to carry out pre-employment Health Checks.

Applicants should hold a current UK driving licence.

DEPARTMENT STRUCTURE



HOURS OF WORK

IT Services staff must have an extremely flexible approach to work and are expected to meet the needs and demands of both the department and the organisation.

Gordonstoun is a 24 X 7 operation, particularly in term-time and during the Summer School, and events may take place outside normal office hours which require technical support cover; working in the evening or at the weekend may therefore be required. Generally, the School continues to operate on local and public holidays.

On weekdays the normal working hours will be from 8.30am until 5.00pm with 30 minutes for lunch, amounting to 40 hours per week; these will be the core hours.

In addition, a duty rota operates to provide technical support cover at the weekend and for special events, for which time off in lieu is given. The normal working hours for a Saturday shift during term-time will be from 8.30am until 12:45pm; shifts for special events may be required at other times. The rota requires staff to be available for up to 15 such shifts per year.

Shift patterns may change to meet current needs or circumstances and staff should therefore be able and willing to be scheduled to work within a timeframe of 8.00am to 6.00pm during the week and at weekends.

REMUNERATION

Salary will depend on qualifications and experience.

Annual holiday entitlement is 35 days paid holiday per year.

For rota and other duties authorised by your line-manager outwith the core scheduled hours you will receive time-off in lieu.

The School operates a stakeholder pension scheme.

Lunches are provided free of charge in the School's refectory and are available throughout most of the year.

FURTHER INFORMATION FOR APPLICANTS

Holidays

The holiday year runs from 1st January to 31st December. In the case of employees having less than one year's service, or leaving part of the way through the year, a proportion of holidays will be granted based on completed months' service. The annual holiday entitlement includes local and public holidays. Holidays must be taken at times authorised by your line-manager. Any outstanding holiday may not be carried over from one year to the next.

Sick Pay

Statutory Sick Pay is paid for sickness absence, during the first year of employment. In second and subsequent years of employment the School's Sick pay scheme applies.

Smoking

There is a non–smoking policy throughout the Campus.

Pre-employment health screening

Successful candidates will be required to undertake pre-employment health screening.

Disclosure Scotland (Criminal Records) Checks

Successful candidates will be required to undertake an Enhanced Disclosure Scotland check. The School pays the fee for this.

Satisfactory Employment References

Applicants are required to provide two employment references. References are taken up for the successful candidate after interview.

Asylum and Immigration Act 1996

Under Section 8 of the Asylum and Immigration Act, employers must ensure that any prospective employee is legally entitled to live and work in the UK. Applicants will be required to provide documentary evidence, at the interview stage, in the form of a passport or National Insurance number and full birth certificate.

Education and Qualifications

For applicants who apply for posts that require specific qualifications, any offer of appointment will be subject to applicants providing evidence of such qualifications at interview.

APPLICATIONS

A formal letter of application together with an up-to-date version of your CV should be sent to **Tim Schroder, IT Services Director**, by any of the methods detailed below to arrive no later than **7 November 2009**.

IMPORTANT

The CV should include **ALL** the following items:

1. full details of your technical experience;
2. details of any courses attended as part of your personal development in the last five years;
3. indication of your present or most recent salary;
4. names, addresses, telephone numbers and email addresses of **TWO** referees; at least one referee should be able to provide a technical reference and at least one referee should be able to provide a character reference. References are taken up for the successful candidate after interview.

EMAIL

Your letter of application and CV should be emailed as attachments (and NOT as body text) to **schrodert@gordonstoun.org.uk** using either of the following file types:

- *Microsoft Word*-compatible document
- *Adobe Acrobat* PDF document.

FAX

Your letter of application and CV should be faxed to: **01343 837883**

POST

Your letter of application and CV should be addressed to:

Tim Schroder
IT Services Director
Gordonstoun School
ELGIN
Moray
IV30 5RF