



Ministry
of Defence

QUEEN VICTORIA SCHOOL, DUNBLANE

seeks to appoint a

Information Systems Administrator

Ref: 36082

Required ASAP



Queen Victoria School (QVS), a boarding school for the children of service personnel and funded by the Ministry of Defence, is looking to appoint an Information Systems Administrator. The school is set in 45 acres of beautiful countryside and offers stability and continuity of education for those who board with us.

The Information Systems Administrator

reports to the Library & Information Manager and forms part of a small team which provides IT support to the Pupils, and Staff of QVS. Experience in Desktop and Mobile Devices Support, Server administration, Network administration and use of Smart Boards and audiovisual systems is expected

The successful candidate should be able to demonstrate the ability to solve technical problems using his/her own initiative, work flexibly in dealing with changing priorities and timescales, and use good interpersonal skills while working as part of a team. Applicants must be able to demonstrate experience of the following Civil Service Behaviours – Leadership, Working Together, Delivering at Pace, Managing a Quality Service and Changing and Improving.

Applicants must be PVG registered prior to taking up post. Experience of working within a School environment is desirable as is knowledge of Management Information Systems.

A detailed job description and online application form can be found by visiting

<https://tinyurl.com/s6od57r>

If you would like further information on this job opportunity, you can email the Library and Information Manager Tracy Thomson tracy.thomson@modschools.org

Closing date for completed applications is Friday 6 March 2020

Queen Victoria School is an Equal Opportunities Employer.

