
Network and Systems Administrator



Position Overview

The Information and Communication Technology (ICT) team aims to ensure that technology is used as an effective and efficient tool that enhances the teaching and learning opportunities and communication abilities of students, staff and parents. This role is designed to support information systems and information communication technology (ICT) at the School.

Key Responsibilities

- Work within the ICT Team to provide effective management of the Kilvington infrastructure environment, supporting Windows and distributed application environment to obtain maximum availability, security, performance, development and timely resolution of problems across the network.
- Ensure adequate data protection measures are in place and that these are tested on a regular basis.
- Take proactive steps to ensure an appropriate level of system availability.
- Monitor and maintain the security of I.T. Infrastructure within the School.
- Support the management and security of the School's physical and wireless network.
- Provide enhancements/maintenance to DRP strategy.
- Investigate and provide technical advice on the implementation of new technologies and systems as required.
- Develop and maintain systems and processes for the efficient rollout of software and configuration across the School's computer systems.
- Liaise with external stakeholders to manage existing and future infrastructure services including but not limited to Kilvington's external Firewall and Managed Service providers.
- Develop and maintain documentation on all systems and procedures relevant to the role.
- Communicate relevant information to key stakeholders in the School in a timely manner.
- Provide technical support for end-users within the required SLAs.
- Assist in the provision of training to users where required.
- Work with the IT Manager to identify and acquire any further skills and training as required. (should this be included in the Data Analyst role)
- Comply with all relevant OH&S requirements. (should this be included in the Data Analyst role).
- Perform other duties as required by the IT Manager.

Technical Knowledge and Skills

- Minimum five years systems experience with in-depth technical skills and credibility in Windows Operating Systems Administration, and an appreciation of other areas (such as Storage, Virtualisation, Networking, Database, etc).
- Strong Microsoft Windows Server and O365 administration skills.

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- Thorough knowledge and practical experience in key networking and systems concepts, eg. DHCP, DNS, Active Directory, Group Policy, Certificate Authority management.
- Virtualisation experience (VMWare Sphere and Horizon Platforms).
- Extensive demonstrable hands-on experience developing scripts to facilitate integration and flow of data between systems in PowerShell, VB/.Net and C.
- Experience in Cisco network comms (both routing and switching) and security technology protocols and standards.
- SOE and software deployment using MS SCCM.

Desirable Knowledge and Skills:

- Knowledge of Applications such as Ruckus SmartZone, MS Intune, SAN and NAS technology, VEEAM.
- Understanding of databases and SQL queries.
- NEC VOIP Systems and Microsoft Teams.
- MCSA or CCNA certifications desirable.

Expected Outcomes

- Demonstrated support of and respect for the School's vision, values, goals, policies and procedures.
- Effective, positive and cohesive working relationships with IT Team, all other members of the School Community and relevant external bodies.
- Contribution to the strategic direction of the School and generation of ideas for improvement, change and innovation.
- Effective day-to-day operation of the IT Department including demonstrated improvement of systems and processes.
- Agreed initiatives implemented effectively and key performance targets achieved.
- Timely provision of advice, support and reports to the IT Manager.
- Prompt, accurate and professional response to staff, student, parents and external bodies.

Working Relationships

The Network and Systems Administrator:

- Reports directly to the IT Manager.
- Provides support and advice to other staff as required.
- Liaises with external agencies and providers.
- Attend:
 - Staff meetings.
 - Administration Staff meetings.
 - Other committees, the foci of which pertains to the role of the IT Network and Systems Administrator.

Knowledge, Experience and Skills

- Experience working in an educational environment will be an advantage.
- Experience in using the Synergetic management system will be an advantage.
- Outstanding communication skills demonstrated by a rapport with all levels of the organisation.
- Strong organisational and time management skills with an ability to manage and prioritise a number of concurrent tasks whilst meeting prescribed deadlines.
- A high degree of attention to detail.
- A solution-orientated person, with an ability and a desire to identify and bring about significant improvement and streamlining of processes, systems and record keeping.
- A professional and warm phone manner.
- An ability to format and present information accurately, quickly and logically.
- A positive attitude and a proactive and calm approach with a solution focus.
- Demonstrates high-level computer skill and literacy, with a comprehensive knowledge of computer packages including Microsoft Office Suite - Word, Excel, PowerPoint and Outlook and specific school packages including Synergetic.

Personal Characteristics

- It is expected that all IT staff work as a team whilst being responsible for their separate areas.
- Flexibility and adaptability are integral in all IT staff roles.
- Demonstrates a passion and commitment to the vision and values of Kilvington Grammar School
- Presents a professional, positive, warm and welcoming persona.
- Demonstrates high levels of confidentiality.
- Demonstrates a respect for students, parents and staff.
- Displays empathy, enthusiasm and commitment.
- Possesses a strong work ethic.
- Operates effectively in a collaborative team environment; establishing a rapport with others and building strong relationships.

Child Safe Statement

Kilvington Grammar School is committed to providing a child safe environment. We want our students to be safe, happy and empowered as we support and respect all students, as well as our staff and volunteers. This includes the safety of students from a culturally and/or linguistically diverse background and students with a disability.

All staff at Kilvington Grammar School are required to complete the School's Child Safety and Protection training program. The staff intranet contains copies of the School's Child Safety and Protection Policy, Mandatory and Non-Mandatory Reporting Procedures and the Child Safety Code of Conduct, which all staff are required to read.

You must hold a valid Working with Children's Check and complete a Police Check.

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Additional Information

This full-time position requires the Network and System Administrator to work flexible hours to attend meetings and functions as part of, or in addition to, normal working hours. Additional time may be needed to meet deadlines. A number of duties will need to be performed at times other than during the school day.

Revised September 2020