

Job Description

Job Title: IT System Administrator

Reports To: IT Manager

Job Purpose:

Maintain computing environment by identifying system requirements, managing server and network environment; installing upgrades, monitoring system performance and security.

Duties:

- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
- Perform regular security monitoring to identify any possible intrusions.
- Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with operational requirements.
- Establishes system specifications by conferring with users; analyzing workflow, access, information, and security requirements; designing system infrastructure.
- Research and recommend innovative, and where possible automated approaches for system administration tasks.
- Establishes system by planning and executing the selection, installation, configuration, and testing of PC and server hardware, software, LAN and WAN (VPN) networks, and operating and system management systems; defining system and operational policies and procedures.
- Secures system by developing system access, monitoring, control, and evaluation; establishing and testing disaster recovery policies and procedures and maintaining documentation.
- Provide tier 2 - 3 level support to users escalated from Helpdesk .
- Maintain and support the school website content management system and liaise with its creator and/or host for any technical issues.
- Maintain IT Asset register; update new and/or disposal equipment.
- Attend to on-call routines during weekends and on special events.
- Upgrades system by conferring with vendors and services; developing, testing, evaluating, and installing enhancements and new software.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Protects organization's value by keeping information confidential.

- Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Any assignments defined by IT Manager, Business Manager or the Principal.

Qualification requirements:

- Bachelor's Degree with a minimum of 2 years' experience in the role of System Administrator.
- Excellent communication skills both written and spoken
- Through knowledge of Windows Servers, Exchange server, virtualization, cloud computing, web development, BDR and security