



## ICT Network Administrator - Job Description

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

Hurtwood House

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| <p>Summary of the role:</p>              | <p>The ICT department strives to support the work of the school by managing and maintaining reliable computing and communication systems. This includes some 1000+ networked devices for 350 students and 200 staff. Multiple Windows 2012/2016 servers support Windows 10 clients running standard applications from Adobe and Microsoft. The school has also adopted the Microsoft 365 platform for Exchange, Teams, SharePoint and OneDrive.</p> <p>The Network Administrator is responsible for the day-to-day operation of these systems. The Network Administrator will assist the Head of ICT as part of a team of four.</p> <p>You are expected to approach your job with commitment and enthusiasm and strive to produce work of the highest standards. There is generous support for the training needed to provide a professional level of service and to keep your knowledge and skills up to date as new technologies and services become available. You should share a willingness to be part of this culture of professional development.</p> <p>The school runs for 35 term weeks a year, but the ICT team need to make sure that the network and services continue throughout holiday time as well. We have a flexible working system in place to make sure that cover is in place all year around and you will be offered the opportunity to take part in this annualised hours rota system. The maximum number of hours expected is 1750 hours per academic year.</p> |
| <p>Main duties and responsibilities:</p> | <ul style="list-style-type: none"> <li>• Administration of the School's Microsoft 365 services. This includes SharePoint, Teams, Stream and OneDrive.</li> <li>• The setting up of computers and their peripherals, including hardware and software.</li> <li>• Fault logging and first line equipment maintenance.</li> <li>• Connectivity testing and network maintenance, including wireless access.</li> <li>• The administration of Active Directory, User Accounts and Security Permissions.</li> <li>• The maintenance of Windows servers and clients.</li> <li>• System security and backup, including patches and anti-virus precautions.</li> <li>• System documentation, inventory control, reports, and audits of use.</li> <li>• The maintenance of online services, which includes various school management information systems.</li> <li>• Classroom user support and training in the major packages used by the school.</li> </ul>  |
| <p>Salary Scale</p>                      | <ul style="list-style-type: none"> <li>• Annual Salary up to £45k full time or pro rata and depending on experience.</li> <li>• We offer meals during term time, and an excellent working environment.</li> </ul>  |

You may also be required to undertake such other comparable duties as the Head requires from time to time. Although the job description covers much of the role within the school, this role will have a focussed remit and particular emphasis will be placed on the work allocated to this role on a day-to-day basis.



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## ICT Network Administrator – Person Specification

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|  | <b>Essential</b>   | <b>Desirable</b>   |
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|  | These are qualities without which the Applicant cannot be appointed  | These are extra qualities which will be used to choose between applicants  |
| <b>Qualifications</b>                      | <ul style="list-style-type: none"> <li>• Academic or Professional training in Computing or Information Technology.</li> </ul>  | <ul style="list-style-type: none"> <li>• Graduate level Computing/ICT qualification.</li> <li>• Microsoft Certified qualification.</li> <li>• A recognised professional qualification in networking technologies.</li> </ul>                             |
| <b>Experience:</b>                         | <ul style="list-style-type: none"> <li>• Unless a graduate, previous experience in an IT support role.</li> </ul>  | <ul style="list-style-type: none"> <li>• Microsoft Network administration:               <ul style="list-style-type: none"> <li>○ Active Directory</li> <li>○ M365 Services</li> </ul> </li> <li>• Configuration of wireless networks.</li> </ul>        |
| <b>Personal Skills</b>                     | <ul style="list-style-type: none"> <li>• Strong problem-solving skills.</li> <li>• Good written and spoken communication skills.</li> <li>• Planning and small project implementation skills.</li> <li>• Good personal organisation skills.</li> <li>• Ability to work well with others.</li> <li>• A full driving license.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience writing user support instructions.</li> <li>• Ability to teach and train others.</li> <li>• Confident practical skills. For example, wiring, cabling, mounting hardware etc.</li> </ul>              |
| <b>Knowledge</b>                           | <ul style="list-style-type: none"> <li>• An understanding of Microsoft 365 services.</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of operating Microsoft 365 services.</li> </ul>  |
| <b>Personal competencies and qualities</b> | <ul style="list-style-type: none"> <li>• An ability to maintain appropriate relationships and personal boundaries with young people.</li> </ul>  | <ul style="list-style-type: none"> <li>• An enthusiasm to “see the job done” and to produce work of the highest standards.</li> <li>• A commitment to keep knowledge and skills up to date as new technologies and services become available.</li> </ul> |