



## **JOB DESCRIPTION**

**Title:** IT Network Admin

Full-time/part-Time: The position is full-time

Reporting to: IT Manager

### **Operational Management and Technical Support**

- Assist in network design and implementation.
- Provide network support with a variety of operating systems.
- Install and configure computer network equipment.
- Maintain network connectivity of all computer workstations.
- Provide network support to users.
- Maintain servers and associated hardware, applications, services, and settings.
- Develop and monitor policies for the use of network resources.
- Implement and manage disaster recovery and back-up.
- Evaluate and recommend security improvements and system upgrades.
- Monitor network to ensure optimal performance.
- Create and maintain network users/permissions.
- Test release of products to minimize user impact and ensure compatibility.
- Create technical support documentation for systems and applications.

### **Team work**

- Provide cover for other IT staff and functions as required
- Attend training sessions as part of new projects and implementation
- Attend IT meetings as required
- Attend Open Days and other promotional/marketing events as required

### **Reporting**

- Maintain records of assets allocated to staff
- Maintain records of issue-related work carried out using the IT department's issue-tracking software
- Ensure any risks to the school's IT network systems are reported

And any other duties as may reasonably be required by the IT Operation Manager.