Epsom Girls Grammar School

Te Kura Tuarua o Ngā Taitamāhine o Maungawhau

Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

Values: Courage, compassion, curiosity, community

Position:	**Systems Administrator** Fixed term, part time, 20 hours per week, including school term breaks Commencing asap by negotiation, ending 17 December 2021
Responsible to:	ICT Manager
Direct involvement with:	ICT Team, Staff, Students, EGGS Community, External Contractors
Primary responsibility:	To contribute to the development of a learning environment in which the aims of the Learning at EGGS Statement may be achieved within the specific context of the ICT Department.

Key Tasks:

Administration and Maintenance of:
- Windows Desktop and Laptop hardware & software
- Anti-Virus systems (Symantec Endpoint Protection)
- Network security (anti-virus, some firewalls etc.)
- Various Windows (2012 R2, 2016), and some Mac and Linux servers
- Windows 10 OS and software imaging, installation and updates (WDS, WSUS)
- Windows Group Policy
- Backup systems (Veritas Backup Exec, Veeam)
- Printing and Copying and cost-recovery systems (HP, Fuji-Xerox, PaperCut)
- Maintaining the KAMAR Student Management System
- Some school websites (Intranet and eLearning)
- Maintaining some databases and database servers
- Basic hardware fault diagnosis and repair.

Key Skills:

- At least 5 years practical experience with Windows, Printing, Anti-Virus and Backup systems.
- Extensive practical experience in MS software: Windows Server 2008 R2/2012 R2/2016, AD, Exchange 2016, WDS, WSUS etc.
- Extensive practical experience in MS Imaging and software deployment
- Extensive practical experience in Windows Server and Desktop administration
- Some practical experience with VMware (6.0) administration
- Some experience with databases: MS Access & MS SQL, MySQL
- Experience administering eLearning and "cloud" systems, e.g. Moodle, Google G-Suite would be an advantage
- Experience with a Student Management System (KAMAR would be highly desirable)
- Problem solving and attention to detail
- Excellent organisational and documentation skills
- Excellent communication and interpersonal skills are essential
- Ability to work in both a team environment and on your own
- Practical experience with Mac and OSX, including imaging/scripting would be an advantage but not required.

Qualifications:

Relevant tertiary and ICT industry qualifications
Additional professional development and training will be provided.

The successful applicant should:

- Be highly organised
- Be self-motivated
- Be able to work under pressure
- Be professional and ethical at all times
- Have a "can do" attitude.