

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:	Network and Systems Administrator
Responsible to:	ICT Manager
Direct involvement with:	ICT Team, Staff, Students, EGGGS Community, External Contractors
Primary responsibility:	To contribute to the development of a learning environment in which the aims of the Learning at EGGGS Statement may be achieved within the specific context of the ICT Department.

Key Tasks:

Administration and Maintenance of:

- The Network infrastructure (D-Link, Allied-Telesis, Ruckus [in future]) switches, cabling etc.)
- The Ruckus SmartZone WiFi controllers, vSCL monitoring, Cloudpath WiFi provisioning
- Network security (FortiGate Firewalls, Anti-spam, Anti-virus systems e.g. Defender etc.)
- Various Windows, Mac and Linux servers or appliances
- Windows Services Admin, e.g. WDS, WSUS, Exchange, Defender, Group Policy etc.
- Azure, M365 & Google Cloud Services Admin, e.g. Intune, Exchange, Licensing
- Windows and MacOS Desktops, Laptops and Netbooks, including imaging and updating
- Backup Systems (Veeam, BackupExec, Synology Active Backup)
- Telephony infrastructure (currently Avaya PBX, but no VoIP yet)
- APC UPS's
- VMware system, HP SAN and Synology NAS storage
- Audio/Video equipment (Projectors, Amplifiers, Speakers etc.)
- CCTV System (Genetec)
- Various school websites (on-site or hosted)
- Various SQL databases and servers
- Hardware fault diagnosis and repair

Key Skills:

- At least 2 years practical LAN/WAN/WiFi experience installing and managing network switches, routers, firewalls, wireless (AP's, controllers) etc., and experience with Allied Telesis, FortiGate and Ruckus will be a major advantage
- Practical experience with Mac and MacOS. Experience with Jamf systems, or scripting and imaging an advantage
- Practical experience in MS software: Windows Server 2012R2/2016/2019/2022, AD, Exchange, WDS, WSUS etc.
- Practical experience with Windows Server and Desktop administration
- Practical experience with Google Workspace, Azure and Microsoft365 administration
- Practical experience with VMware vSphere administration. Hyper-V experience an advantage
- Problem solving, troubleshooting skills and attention to detail are essential
- Documenting systems, processes and procedures is essential (e.g. with Visio)
- Using Problem Ticketing Systems (ServiceDesk Plus from ManageEngine)
- Experience with AV mixing and Live Streaming an advantage
- Excellent customer service, communication and interpersonal skills are essential due to frequent interaction with the school community
- Self-motivation is essential
- Some experience with Databases: MS Access & SQL, MySQL
- Some experience with Web technologies: HTML, CSS and web programming languages e.g. PHP would be useful
- Ability to work in a team environment is essential

Qualifications:

Relevant ICT industry qualifications a requirement (CCNA preferred)

A Tertiary and other industry qualifications (e.g. MCITP) an advantage

Some additional professional development and technical 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
- Be a bit of a "handyperson" who knows how to use items in a toolkit such as electric drills, screwdrivers and whatever is required to install or maintain equipment typically used in schools such as amplifiers, speakers, projectors, WiFi AP's, CCTV cameras etc
- Not be afraid to climb ladders, run AV or network cables through ceilings or to get their hands dirty when performing these tasks