**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*

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| **Position:**  | **Systems Administrator** |
| **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
* Mac (iMac, Macbook, iPad) devices
* Jamf system (Apple device management)
* 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 2 years Practical experience with Windows, Printing, Anti-Virus and Backup systems.
* Practical experience in MS Systems software: Windows Server 2008 R2/2012 R2/2016, AD, Exchange 2016, WDS, WSUS etc.
* Practical experience in MS Imaging and software deployment
* Practical experience in Windows Server and Desktop administration
* Practical experience with Mac and OSX, including imaging/scripting (especially Casper/Jamf) would be an advantage.
* Some experience with VMware (6.0) administration
* Some experience with databases: MS Access & MS SQL, MySQL
* Experience administering eLearning and "cloud" systems, e.g. Google G-Suite, O365, Moodle, 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

**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 able to work well independently and as a collaborative member of a team
* Be professional and ethical at all times
* Have the ability to establish and maintain effective working relationships with all staff in the school
* Have a “can do” attitude