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**
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 & Mac Desktop and Laptop hardware & software
- Antivirus systems (MS Defender, Symantec Endpoint Protection)
- Network security (antivirus, firewalls etc.)
- Various Windows (2012 R2/2016/2019,2022), and possibly Mac servers
- Core MS Services, AD, Azure AD (AAD), DHCP, DNS, WDS, WSUS etc.
- Windows 10 OS and software imaging, installation and updates (WDS, Intune, WSUS)
- Windows Group Policy
- Backup systems (Veeam, Veritas Backup Exec)
- Printing and Copying and cost-recovery systems (HP, Canon, Monitor, PaperCut)
- KAMAR Student Management System
- Some school websites (Intranet and eLearning)
- Some databases and database servers
- Basic hardware fault diagnosis and repair.

Key Skills:
- At least 3 years practical experience with Windows Server, Printing, Antivirus and Backup systems
- Practical experience in MS software: Windows Server 2012 R2/2016/2019, AD, DNS, DHCP, Exchange 2019, WSUS etc.
- Practical experience in MS Imaging and software deployment (WDS, Intune)
- Practical experience in Windows Server and Desktop administration
- Practical experience administering Cloud systems, e.g. Azure, M365, Google Workspace
- Practical experience onboarding devices onto WiFi
- Experience with Help Desk systems (ServiceDesk Plus an advantage)
- Practical experience with VMware (6.0 or above) administration
- Some practical experience with databases: MS Access & MS SQL

- Experience with a Student Management System (KAMAR would be highly desirable)
- Practical experience with Mac and OSX. Imaging/scripting knowledge would be an advantage but not required
- Practical experience with Synology storage and backup systems an advantage
- 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 have/be:
- Demonstrate an understanding of, and commitment to Te Tiriti o Waitangi
- Understand and use restorative principles to maintain positive relationships with students, parents, teachers, and members engaging with the School community
- Highly organised
- Self-motivated
- Able to work under pressure
- Professional and ethical at all times
- A "can do" attitude