



Epsom Girls Grammar School

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, 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:

- The Network infrastructure (switches, cabling etc.)
- The Ruckus vSZ WiFi controllers, vSCL monitoring, the provisioning appliance and RADIUS server
- Network security (FortiGate firewalls, anti-spam, anti-virus systems etc.)
- Various Windows, Mac and Linux servers or appliances
- Some Windows Group Policy
- Windows and MacOS Desktops, Laptops and Netbooks, including imaging and updating
- Telephony infrastructure (currently Avaya PBX, but no VoIP yet)
- VMware system, HP SAN and Synology NAS storage
- Audio/Video equipment (Projectors, Amplifiers, Speakers etc.)
- CCTV System
- 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/or Ruckus will be an advantage
- Practical experience with Mac and MacOS. Jamf systems, or scripting and imaging an advantage
- Practical experience in MS software: Windows Server 2012R2/2016, AD, Exchange 2016, WDS, WSUS etc.
- Practical experience in Windows Server and Desktop administration
- Practical experience with VMware vSphere administration
- Problem solving and attention to detail are essential
- Documenting systems, processes and procedures is essential
- Excellent customer service, communication and interpersonal skills are essential due to frequent interaction with the school community

- Self-motivation is essential
- Some experience in Databases: MS Access & SQL, MySQL
- Some experience administering "Cloud" systems, e.g. Google G-Suite would be an advantage
- Some experience with Web technologies: HTML, CSS and web programming languages e.g. PHP would be useful
- Ability to work in a team environment

Qualifications:

Relevant ICT industry qualifications a requirement (CCNA preferred)

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

Additional professional development and technical training will be provided

The successful applicant should:

- Be highly organised, self -motivated and able to work under pressure
- Be professional and ethical at all times
- Have a “can do” attitude
- An understanding of 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 is an advantage.
- A willingness to climb ladders, run AV or network cables through ceilings or to get their hands dirty when performing these tasks an advantage.