

## NETWORK AND SYSTEMS ADMINISTRATOR

The Network and Systems Administrator plays a key role in the design, deployment, support, and maintenance of all aspects of NBCS IT infrastructure, providing expert technical assistance and acting as an escalation point for technical staff.

The role supports the Principal, in maintaining and developing the school mission of Excellence in Education, and Christianity in Action through the successful integration of administrative and educational technologies across K-12.

### Reports to:

IT Manager

### Responsibilities:

- Configure, maintain, and control server, storage, and networking infrastructure
- Troubleshoot technical network, server, and application problems and respond to service outages
- Develop and maintain detailed documentation
- Ensure optimal performance, security and integrity of network, server, and data systems
- Proactively advise on potential security risks and vulnerabilities
- Review current network performance, capacity and capability and determine future network and server needs
- Provide day to day IT Support, acting as an escalation point for IT Support staff
- Liaise and work with vendors

### Life of the School

#### Support the Principal in developing and maintaining the professional culture, a safe work environment and uphold the School community:

- Actively support the Christian identity and purpose of the School
- Uphold the values and expectations as described in the Staff Code of Conduct
- Treat colleagues, students and parents with dignity, respect and the utmost professionalism
- Support colleagues by sharing resources and expertise, working with and support the wider school team
- Commit to personal and professional growth with preparedness to undertake professional learning (as per School priorities)
- Assist in monitoring a safe and secure school environment for self, staff and students
- Attend staff meetings to liaise with relevant teams
- Contribute to the development of policy, procedures and processes and provide recommendations for improvement, to the relevant school Executive.

### Role interactions:

*Liaises directly with:*

- Deputy Principal and Senior Leadership
- IT Team
- Director of Learning Technologies
- Teachers
- Administration Team

## Requirements –

### Knowledge, skills, abilities and experience

#### (Essential)

- Completion of tertiary qualification in Information Technology and/or proven hands-on experience
- Excellent analytical, conceptual, and problem-solving skills, and accuracy
- Proven working experience in a similar role that has required an excellent knowledge of a large IT Infrastructure, and in-depth understanding of complex networking, server, and storage deployments
- Advanced knowledge and hands-on experience working with switching, routing, wireless, and firewall hardware (Ruckus / Fortinet & other vendors highly regarded)
- Advanced knowledge and hands-on experience working with Virtualisation platforms (VMWare – vCenter/vSphere/vSAN)
- Advanced knowledge and hands-on experience working with Microsoft server technologies (MS Server, ADDS, ADFS, MSSQL, IIS etc)
- Some experience working with IP Telephony systems
- Some experience with PowerShell scripting

#### (Desirable)

- Experience working in/with:
  - School contexts
  - Azure Cloud and Microsoft 365 platforms
  - VEEAM Backup
  - PRTG Monitoring
  - Synergetic SIS
  - SCCM, WDS
- Some familiarity working with HTML, CSS, PHP, integrating with APIs

#### Behaviours

- Initiative
- Ability to learn quickly and apply new knowledge
- Exemplary customer service skills
- Proven teamwork
- Attention to detail
- Effective time management
- Reliability and follow-through
- Well-developed written and verbal communication