Senior Systems and Network Administrator: Job Description

The Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Haberdashers' Girls' School and Haberdashers' Boys' School are two of the eleven schools of the Worshipful Company of Haberdashers. We give talented and ambitious young people, irrespective of background, the opportunities they need to succeed in life. Our priority is the education of the whole person in a truly exceptional learning environment with outstanding facilities. Our support staff play a vital role in the delivery of high quality academic and pastoral care for each and every student. The Schools occupy traditional and purpose-built facilities in a superb setting: 100 acres of playing fields and grounds, all within close reach of north London.

Role: Senior Systems and Network Administrator

Hours: 37.5 hours per week full time, Monday to Friday 8:30 – 17:00 with one hour for lunch but with some flexibility and willingness to work other hours

Reporting Lines

The Senior Systems and Network Administrator will report to the IT Operations and Infrastructure Manager.

Overview

- To provide day-to-day support and administration for the schools' IT infrastructure and the delivery of new systems and services.

Duties and Responsibilities

Systems
- To provide day to day support and management of the school's systems and storage infrastructure including (but not limited to):

  - All server, storage and backup hardware
  - The Hyper-V virtualisation environment
  - All server operating systems and software configurations
  - All data storage systems, software configurations and backup solutions
  - Microsoft Active Directory and associated services such as GPO, DNS and DHCP
  - Microsoft O365 and Azure and associated systems and services

- To ensure the security of the school's systems infrastructure and the school's data when in transit, during processing and whilst at rest
- To ensure the stability of the school's systems infrastructure eliminating unplanned downtime and/or service disruptions through the development of fault tolerant and resilient designs including a patching and update schedule for all systems
- To assist in the development of IT systems continuity planning and implementation in support of the school's business continuity plans.
- To be responsible for the schools' systems and data backup and restoration processes, the procedures for the systems infrastructure ensuring that backups are successfully completed and tested to ensure that they can be recovered from when necessary To assist in the development of a disaster recovery plan for the systems infrastructure and storage infrastructure and other IT services. When required, to be responsible for the implementation of the plan for the systems and infrastructure

- To regularly monitor the performance of the school's systems infrastructure to ensure it is meeting the needs of IT service users and report issues as necessary. This will include daily monitoring of systems performance, security etc
- To manage the school's security certificates ensuring their timely renewal
- To develop and maintain accurate systems management documentation
- To assist with the design and implementation of IT systems and wider IT department project implementation as required
- To ensure that the systems infrastructure and storage solutions are sufficiently flexible and scalable to meet the evolving needs of the School
- Active Directory design configuration and management including group policy
- Design management and support of the schools' data storage infrastructure
- Configuration, management and support of the schools' virtual and physical server environment
- Configuration, management and support of the schools' cloud systems, including O365, Azure and other third party systems
- Plan and implement the migration of the schools' systems from on-premises to cloud

Networking

- To provide day to day support and management of the school's network infrastructure including (but not limited to):
  - Edge switch hardware and software configuration
  - Remote access solutions
  - Router hardware and software configuration
  - External network connectivity configuration
  - Firewall and filtering hardware and software configuration

- To ensure the security and stability of the school's network infrastructure eliminating unplanned downtime and/or service disruptions through the development of fault tolerant and resilient solutions including a patching and update schedule for all network devices
- To assist in the development of IT systems continuity planning and implementation in support of the school's business continuity plans
- To assist in the development of a disaster recovery plan for the network infrastructure and other IT services and when required, to be responsible for the implementation of the plan for the network infrastructure
- To regularly monitor the performance and security of the school's network infrastructure to ensure it is meeting the needs of IT service users and report issues as necessary
- To manage the school's external network connectivity ensuring capacity is monitored, issues are reported and measures taken to ensure that service disruptions are eliminated
- To develop and maintain accurate network configuration and management documentation.
- To manage the school's IP address allocations and maintain accurate records
- To ensure that the network infrastructure is sufficiently scalable and flexible to meet the evolving needs of the School and to assist colleagues in the design and implementation of new IT systems and services
- Design configuration and management of the schools wired network infrastructure
- Design configuration and management of the schools wireless network infrastructure
- Management of external network connectivity, fault tolerance and resilience

General

- Conducting internal vulnerability assessments and penetration tests and the commissioning annual third-party (external and internal) vulnerability assessments and penetration tests
- Proactive monitoring of the schools network and systems for security issues, intrusion detection, performance management and early detection of possible issues
- Incident management

- Working closely with the wider IT team and Information Services department to design, implement and support new systems and services.
- To configure and manage centralised and automated solutions for systems management and software deployment.
- To configure and manage systems for Mobile Device Management and Network Access Control
- Liaison with external service providers relating to the support of installed hardware and software solutions
- Network and systems patch/update management
- Management of the Schools' fixed line (IP) telephony services
- Any other duties as reasonably requested by your line manager.

Benefits
Currently the School offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses. Support is given for sabbaticals, post-graduate degrees and other relevant qualifications;
- Enrolment into the School's pension scheme, with 12% employer contribution, based on 5% individual contribution
- School for fee remission of 50% for each eligible child admi
- Group Life Assurance (4 x salary);
- Free lunches, other meals and refreshments;
- Free parking on the School campus;
- Free coach travel on the service provided by the School (subject to availability);
- Tax free bicycles for work through the Cycle to Work Scheme;
- Free use of the state-of-the-art Medburn Centre including fitness suite, swimming pool and squash courts, including free training programmes and advice from the School's Fitness Coach;
- Employee Assistance Programme

Experience:	Essential/ Desirable	How Assessed
Experience of working with Windows networks, including Active Directory, Group Policies, DNS, Hyper-V (or other hypervisors)	E	A/I
Experience of Microsoft O365 and integration with onsite systems	E	A/I
Experience of Azure, and the migration from onsite to cloud based systems	D	A/I
Experience of network security systems, including firewalls, email and web filters	D	A/I
Experience of network monitoring and management tools (e.g. Solarwinds)	E	A/I
Experience of the configuration and management of Microsoft Teams	D	A/I
Experience of server and storage hardware solutions	E	A/I
Experience of the configuration and management of wired and wireless networks	D	A/I
Experience of manging backup solutions in support of disaster recovery processes	D	
Ability to write technical and end user documentation including maintenance and training material	E	A/I
Knowledge of Powershell or other third-party tools for the automation of systems administration	D	A/I
Qualifications:		
Strong A Levels or equivalent.	E	A
A university degree to at least undergraduate level	D	A
Professional or vendor specific qualifications	D	A
Skills & Abilities:		
Excellent written and oral communication skills.	E	A/I
Excellent attention to detail.	E	A/I
Awareness of current data protection legislation.	D	A/I
Able to work independently and as part of a team and be flexible.	E	I
Excellent time-management and an ability to prioritise effectively.	E	A/I
Personal Attributes:		
Tact, discretion and assurance	E	I
Strong work ethic, ability to work under pressure and to tight deadlines.	E	I
Friendly and highly professional approach to pupils and staff	E	I
Discretion and confidentiality	E	A/I
A commitment to continuing professional development	E	I