



'VINCIT QUI SE VINCIT' ONE CONQUERS, WHO CONQUERS ONESELF

- Vision** Firbank students embody our motto – conquering themselves, their challenges and embracing possibilities.
- Purpose** Firbank provides more than exceptional education. We care about our students and offer a breadth of experiences, knowledge and skills that equip them to be continuous 'conquerors of learning' and ready for life.
- Values** Compassion, courage, curiosity, integrity, and respect
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DEPARTMENT/POSITION	ICT & IT Security System Administrator
LOCATION	All campuses, based in Brighton Senior School
REPORTS TO	Principal and Chief Commercial Officer
FUNCTIONAL RESPONSIBILITY TO	Head of IT, Security, and Innovation
EMPLOYMENT TYPE	Full-time, Fixed-term Contract

POSTION PURPOSE:

The System Administrator is responsible for managing, maintaining, and enhancing Firbank Grammar School's IT infrastructure, with a focus on cloud-based systems, security, and innovation. The role ensures the availability, performance, and continuous improvement of IT systems while implementing advanced technologies to support teaching, learning, and administration. The System Administrator collaborates with the IT team and works closely with various departments to provide exceptional service and support to staff, students, and stakeholders. The System Administrator assists the Head of IT, Security, and Innovation in driving innovation, strengthening the school's security posture, and aligning IT initiatives with the school's strategic objectives.

KEY RELATIONSHIPS

INTERNAL

- Head of IT, Security, and Innovation
- IT Department
- Teaching Staff
- Administration Staff
- Students

EXTERNAL

- IT vendors, partners, consultants
- Regulatory bodies
- Industry networks and forums
- Parents

APPRAISAL

The appointee to this position will be required to undergo a yearly Professional Review with the CCO and Head of IT, Security, and Innovation.

KEY RESULT AREAS

System, Infrastructure and Security

- Manage and maintain the school's Azure-based cloud infrastructure, Google Cloud, and Linux systems.
- Design and optimize cloud architecture for scalability, performance, and cost-effectiveness.
- Assist the Head of IT, Security, and Innovation in implementing and managing security protocols, staying informed about best practices and compliance standards.
- Monitor system performance, troubleshoot issues, and optimize for efficiency and security.
- Manage patch management processes and perform basic network switch configurations.

Device Management

- Manage and support iPad and Mac devices using Apple School Manager and Microsoft Intune
- Ensure seamless integration with the school's cloud infrastructure and secure device management.

Technical Support

- Provide technical support for hardware, software, and network issues.
- Ensure minimal downtime and swift resolution of issues.

Innovation and AI

- Assist the Head of IT, Security, and Innovation in researching, planning, and implementing AI-driven solutions to enhance system operations and security.
- Support and advance the school's AI initiatives.
- Explore and evaluate emerging technologies, such as IoT, edge computing, and blockchain, for potential applications within the school's IT environment.

Automation and Scripting

- Automate routine tasks and processes using tools like Power platform, PowerShell, Python.
- Develop and maintain scripts to improve efficiency and consistency in system administration tasks.
- Collaborate with various departments to understand their requirements and provide automated solutions where appropriate.

Data Privacy and Protection

- Ensure data privacy and protection, in compliance with regulations like GDPR and APP.
- Implement data protection controls and manage data governance.
- Assist the Head of IT, Security, and Innovation in developing and enforcing data privacy policies and procedures.

Business Continuity and Disaster Recovery

- Assisting to Develop and maintain robust business continuity and disaster recovery plans.
- Assisting to Implement and test backup and recovery solutions, conduct risk assessments and impact analyses.

Documentation and Compliance

- Maintain comprehensive documentation of systems, including help guides, asset inventory, network diagrams, and standard operating procedures (SOPs)
- Ensure documentation is up-to-date, accurate, and easily accessible to relevant stakeholders.
- Ensure compliance with regulations and standards, such as data privacy laws, security frameworks, and industry best practices.
- Contribute to the development and maintenance of IT policies and procedures.

Stakeholder Engagement

- Engage professionally with stakeholders, ensuring high-quality service and support.
- Translate complex technical concepts for non-technical stakeholders, demonstrating empathy, active listening, and adaptability.

Team Collaboration

- Collaborate effectively within the IT team and with various departments, contributing to a positive work environment.
- Participate in projects aimed at improving various areas of the organization.

Continuous Improvement and Innovation

- Proactively identify and address areas for optimization, fostering a continuous improvement mindset
- Explore and propose innovative ideas and solutions to enhance the school's IT capabilities, driving a culture of innovation.

- Assist the Head of IT, Security, and Innovation in developing and executing IT strategies that align with the school's objectives.

Other duties as directed by the Head of IT, Security, and Innovation or delegate.

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position.

Firbank Grammar School reserves the right to vary this position description to meet the needs of the school.

SELECTION CRITERIA

Qualifications and Experience

- Bachelor's degree in computer science, IT, or a related field.
- 3+ years of system administration experience, preferably with cloud environments and high security standards.
- Strong understanding of Azure, Microsoft 365, Intune, Autopilot, and patch management.
- Experience in cloud migration and modernization strategies.
- Familiarity with scripting languages (PowerShell, Python) for automation and system administration tasks.
- Experience collaborating with various departments and supporting their IT needs.
- Basic skills in network switch configuration.
- Familiarity with ITSM frameworks (ITIL, COBIT) and ISMS standards (ASD Essential Eight, ISO 27001, NIST, CIS).
- CompTIA Network+, Security+, Microsoft certifications (such as MS-102, SC-100, SC-400, MS-700, MD-102)

Key Competencies and Attributes:

Technical Competencies:

- In-depth knowledge of cloud infrastructure, systems, and security protocols.
- Understanding of automation and scripting concepts and practices.
- Expertise in designing, implementing, and supporting complex IT solutions.
- Proficiency in scripting languages (PowerShell, Python, Bash) for automation and infrastructure management.
- Experience with security tools and practices (firewalls, encryption, vulnerability assessments).
- Knowledge of data privacy regulations and data protection controls.

Personal Attributes



- Strong problem-solving and analytical skills.
- Excellent communication and interpersonal skills, with a focus on empathy and emotional intelligence.
- Strong collaboration and communication skills, with the ability to effectively work with development teams and other stakeholders.
- Highly organised and detail oriented.
- Self-motivated and proactive, with a continuous improvement mindset.
- Adaptable and eager to learn modern technologies.
- Team player with a strong customer service orientation.

Continuous Learning:

- Commitment to ongoing learning and skill development in technology, including DevOps practices and tools.
- Seeks professional development opportunities, including certifications and training.
- Stays up to date with the latest industry trends and best practices.

Continuous Improvement:

- Identifies areas for optimization and implements improvements.
- Collaborates with the IT team and development teams to address issues and enhance systems.
- Proactively monitors and maintains the IT infrastructure to ensure optimal performance.
- Fosters a culture of innovation, exploring and proposing innovative ideas and solutions.