



## WAKEFIELD GRAMMAR SCHOOL FOUNDATION

### JOB DESCRIPTION

<b>Job Title:</b>	Network Administrator
<b>Department:</b>	ICT Support at Wakefield Girls' High School
<b>Responsible to:</b>	Director of E-Learning
<b>Responsible for:</b>	Nil
<b>Grade:</b>	WGSF Grade L
<b>Job Purpose:</b>	
<p>To provide, support and maintain the ICT infrastructure for all staff, pupils and visitors across the Foundation.</p> <p>To work with the ICT Technical Director, ICT Support Team and teaching/support staff at WGHS as directed.</p>	
<b><u>Main Duties and Responsibilities</u></b>	
<ol style="list-style-type: none"> <li>1. Management and support of ICT resources and equipment across the Foundation, including consumables.</li> <li>2. General network administration, specifically to include User Management, Access Control and Security.</li> <li>3. Fault diagnosis and repair including warranty management.</li> <li>4. Installation, Configuration, Update and Testing of new and existing equipment (Systems, Hardware and Software).</li> <li>5. Ensuring Back-up and Disaster Recovery strategies are in place and are active and effective.</li> <li>6. Liaison with suppliers, external engineers and consultants.</li> <li>7. Provide technical advice to Staff and Pupils on ICT issues.</li> <li>8. Provide advice to Senior Management Team on Software, Hardware, Technical or Development issues.</li> <li>9. Planning upgrade paths and installations to minimise disruption together with reversion and back-up paths.</li> <li>10. Maintaining an awareness of new, developing and innovative (ICT)</li> </ol>	

technologies.

11. Purchasing of consumables, hardware and software, liaising as appropriate with line manager and ensuring where possible best value.
12. Management of recycling and disposal of ICT resources.
13. Ensuring core software licence compliance.
14. Attend teaching staff meetings and briefings as appropriate.
15. Ensuring all ICT installations are safe and reflect knowledge and awareness of Health and Safety legislation.
16. Maintaining confidentiality of User Data and Personal Information within current legal requirements.
17. Monitor internet access, filter as appropriate and take action accordingly.

### **Miscellaneous**

18. Be aware of and comply with policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
19. Contribute to the overall ethos of the Wakefield Grammar School Foundation.
20. Undertake such other duties as requested from time to time in accordance with the grade of the role.

## **PERSON SPECIFICATION FOR NETWORK ADMINISTRATOR**

The following criteria is necessary to undertake the job competently:

- A minimum of two years' network management experience with proven knowledge of Windows 2008 R2 Servers, XP/Windows 7 Desktops including experience of back up and disaster recovery.
- Experience of managing the following technologies would be beneficial but not essential; Capita SIMS, Cisco networking, Exchange 2010, SharePoint 2010, 2008R2 Remote Desktop Services, Microsoft Threat Management Gateway, VMWare and Ranger for Networks.
- Builds appropriate professional relationships with staff and pupils communicating at all times in a clear and helpful manner.
- Able to work calmly under pressure and to tight deadlines, as well as prioritising competing demands
- Has a creative mind and enjoys diagnosing faults and coming up with solutions.
- The ability to present technical concepts in an easy to understand format to staff and pupils.
- Enjoys and is able to work constructively as part of a small team.
- Understands the importance of confidentiality (different levels of users) and able to handle such information sensitively.
- Has a flexible approach to work.
- An empathy with the ethos and values of WGSF. Experience of working in an educational environment is desirable.

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### ADDITIONAL INFORMATION FOR CANDIDATES NETWORK ADMINISTRATOR

- Wakefield Grammar School Foundation operates its own pay structure. The starting salary is £25,694 per annum with consideration of up to £29,976 for a more experienced candidate. The post is a fixed term contract until 30<sup>th</sup> April 2012 with the possibility of an extension.
- Hours of work are 37.5 hours per week, Monday to Friday from 08.00 am – 4.30 pm with a one hour unpaid luncheon break.
- Annual holiday entitlement is 4 weeks holiday per annum (increasing to 5 weeks after 5 full years' service) and in addition 10 statutory days. A further 3 concessionary days are given at Christmas. Annual holiday entitlement is pro-rata according to the duration of the fixed term contract.
- WGSF operates a money purchase pension scheme which employees are eligible to join on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.
- Free car parking at the Girls' High School (STC)
- An offer of employment will be subject to the receipt of 2 references considered satisfactory to WGSF, the completion of an enhanced CRB disclosure and receipt of a satisfactory CRB (Criminal Reference Bureau) check, evidence of eligibility to work in the UK and a satisfactory health questionnaire.
- Website: [www.wgsf.org.uk](http://www.wgsf.org.uk)

#### **General Information About Applying for the Post**

- Completed application forms should be returned by 4.00 pm on Friday 14<sup>th</sup> October 2011 to Mrs G Wallwork, Headmistress, Wakefield Girls' High School Wentworth Street, Wakefield, West Yorkshire, WF1 2QS.
- Interviews are expected to take place the following week the date of which is to be confirmed.