

Position of IT Systems Administrator on full-time basis

San Anton School is an equal-opportunity employer. Additionally, it has a zero-tolerance policy towards any form of abuse. The School adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

San Anton School is seeking to recruit an IT Systems Administrator (as per Appendix 1) on an indefinite full-time basis. The selected candidate will form part of the Administration team and will be accountable to the Chief Operations Officer.

Eligibility Requirements

By the closing date and time of this call for applications, applicants must be

- (i) In possession of a relevant recognized qualification at MQF level 5 and at least two (2) years of experience in a similar role.

Experience working in a school setting will be considered an asset.

All things being equal, applicants with additional higher qualifications will be given preference.

Position details

The position of IT Systems Administrator is on a full-time (40 hours) indefinite basis with a one-year probation.

Remuneration is commensurate with qualifications and experience.

Appendix I

- Acting as the reference person for any IT issues within the school;
- Assisting and supporting as required the different departments in any IT related issues;
- Installing and configuring computer networks and systems;
- Identifying and solving any problems that arise with computer networks and systems;
- Budgeting for equipment, assembly costs, gathering quotes and ordering where necessary;
- Deploying any new IT Projects;
- Maintaining existing software and hardware and upgrading any that have become obsolete;
- Monitoring computer networks and systems to identify how performance can be improved;
- Providing network administration and support;
- Providing software and hardware support;
- Resolving issues concerning Smart Board systems i.e. projector repairs, cleaning etc;
- Being responsible for the extension of the network and telephone infrastructure;
- Maintaining Wifi expansion and setup, improving on current system and upgrading where necessary;
- Deploying and maintaining of the server and services;
- Monitoring of network printing and setting up anything related to printing;
- Resolving any hardware issue (laptops, computers, projectors);
- Being responsible for all backup to be taken on daily and weekly basis;
- Taking care of any required documentation of anything related to IT;
- Performing any other duties as assigned by the COO or delegate.

Assessment Criteria and Selection Process

The assessment criteria that shall be adopted during the selection process include the following:

- Vision of the role;
- Professional maturity and fitness for purpose;
- Related experience;
- Additional Qualifications.

Selection Procedure

All applications will be acknowledged, vetted and short-listed. Shortlisted eligible candidates will be requested to attend for an interview.