

D'OVERBROECK'S COLLEGE

Senior Systems Administrator

Post details

We are seeking to appoint a highly capable, experienced person to a full-time position as Senior Systems Administrator at d'Overbroeck's College. Ideally, the successful candidate will be able to start on or around 1st July 2010.

D'OVERBROECK'S COLLEGE

Founded a little over thirty years ago, d'Overbroeck's College is a co-educational independent school for students from age 11 through to Sixth Form. The College is based in central and north Oxford. Current student numbers stand at around 430.

d'Overbroeck's College consists of three parts:

- Leckford Place: age range 11 – 16; day pupils only; based on Leckford Road (off the Woodstock Road) in central North Oxford. There are currently around 150 pupils at Leckford Place.
- The Sixth Form: based in two main teaching buildings, one on the Banbury Road and the other in Summertown; 240 students; day and boarding.
- The International Study Centre: based on St Giles; around 40 international students who follow a one-year GCSE course that prepares them for entry into a sixth form, either at d'Overbroeck's or elsewhere.

In addition, we run creative arts courses in the summer holidays for children aged 8 – 14 (at Leckford Place) as well as summer English language courses for international students as part of our International Study Centre.

All in all, this is a busy and happy educational environment in which staff and students enjoy positive relationships based on mutual respect and a shared sense of purpose. For more information about d'Overbroeck's College please visit our website at www.doverbroecks.com.

d'Overbroeck's College is affiliated to the ISC (Independent Schools Council) and is in dual membership of ISA (the Independent Schools Association) and SHMIS (the Society of Heads of Independent Schools).

In common with all ISC affiliated schools, we are subject to regular inspection by the ISI (Independent Schools Inspectorate). Our most recent ISI inspection took place in October 2007. The full text of the inspection report is available on our website and can be accessed by going directly to www.doverbroecks.com/inspection.

THE POST

The ICT system at d'Overbroeck's has been developed over a number of years and is now due a complete review and potential overhaul. The appointed person will play a key role in this exercise and will greatly influence, along with the College management team, the future direction of the College's ICT strategy.

Description

The College System Administrator's role is to manage and tune in-house computer software systems and network connections to ensure high levels of availability and security of the supported business applications. This individual also participates in the planning and implementation of policies and procedures to ensure system provisioning and maintenance that is consistent with College goals, industry best practices, and regulatory requirements.

RESPONSIBILITIES

Strategy & Planning

- Participate in and support capacity planning and the development of long-term strategic goals for systems and software in conjunction with end-users and department managers.

Acquisition & Deployment

- Coordinate with management, business application and database administration functions to implement desktop and server systems that utilize industry best practices to meet College objectives.
- Deploy workstations, servers, printers, scanners, firewalls, encryption systems, and all host security systems.

Operational Management

- Manage all operating systems and end-user software.
- Manage communications and connection solutions, including workstation connectivity, local area networks, college web site, intranet, and internet applications.
- Ensure the integrity and security of enterprise data on host computers, multiple databases, and during data transfer, in accordance to business needs and industry best-practices regarding privacy, security, and regulatory compliance.
- Manage end user accounts, permissions, access rights, and storage allocations in accordance with best-practices regarding privacy, security, and regulatory compliance.
- Perform network and security audits.
- Perform and test routine system backups and restores.
- Anticipate, mitigate, identify, troubleshoot, and resolve hardware and software problems on servers, input/output fleet, and workstations. Escalate incidents as necessary.
- Practice network asset management, including maintenance of network component inventory and related documentation and technical specifications information.
- Analyze system, server, application, network, and input/output device performance.
- Recommend, schedule, and perform software and hardware improvements, upgrades, patches, reconfigurations, and/or purchases.
- Conduct research on emerging products, services, protocols, and standards in support of systems software procurement and development efforts.
- Create required reports in response to business user needs.

- Participate in negotiations with vendors, outsourcers, and contractors to secure software products and services.
- Develop, document, and maintain policies, procedures and associated training plans for system administration and appropriate use.
- Manage and/or provide guidance to junior members of the team.

POSITION REQUIREMENTS

Formal Education & Certification

- College diploma or university degree in the field of computer science and/or 5 years equivalent work experience.
- Certifications in MCSE, MCSA, MSDBA / DBA, RHCE and the Cisco CCNA or relevant experience.

Knowledge & Experience

- Working technical knowledge of network, PC, and platform operating systems, including Linux : Fedora 11/ Red Hat Enterprise Linux 5; Windows Desktop and Server platforms (XP, Vista, 7, 2003 & 2008), Mac OS X 10.4-10.6
- Extensive application support experience with Postfix, GNU Mailman, Microsoft Exchange Server 2007, Microsoft SQL Server 2000/ 2005, Moodle, and Microsoft Office
- Working technical knowledge of current systems software, protocols, and standards, including firewalls, Active Directory and TCP/IP, monitoring and intrusion detection systems, SMTP and IMAP
- Working knowledge of a scripting language (Perl, Ruby, Python, VBScript, bash/ csh/ ksh.)
- Strong knowledge of local area network administration.
- Hands-on software and hardware troubleshooting experience.
- Experience with data management.
- Experience of documenting and maintaining configuration and process information.
- Knowledge of applicable data privacy practices and laws.

Personal Attributes

- Strong customer service orientation.
- Proven analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Strong interpersonal and oral communication skills.
- Adept at reading, writing, and interpreting technical documentation and procedure manuals.
- Ability to conduct research into hardware and software issues and products as required.
- Ability to present ideas and solutions in user-friendly language.
- Highly self-motivated and directed.
- Keen attention to detail.
- Skilled at working within a team-oriented, collaborative environment.

PLACE OF WORK

The successful candidate will be based in the office at The Swan Building in Banbury Road though s/he will inevitably work in all of the College's other buildings as required.

WORK CONDITIONS

- Some local travel required between College sites.

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools, and to handle other computer components.
- Occasional inspection of cables in floors and ceilings.
- Lifting and transporting of moderately heavy objects, such as computers and peripherals.

HOURS OF WORK

This is a full-time appointment involving an average of 37.5 hours per week, Monday to Friday. However, the successful candidate will be required to work additional hours, in the evening or at the weekend, when the pressure of work necessitates it and on occasions when there are special events such as open mornings or evenings, parents' evenings, music, art and drama events, social events, etc.

HOLIDAYS

The post carries 29.5 days paid holiday a year, including all bank holidays and public holidays.

REMUNERATION

(I) Salary

The starting salary for this post will reflect the level of skills and relevant experience that the successful candidate brings to it, probably in the range of £32,000 - £34,000 pa.

(II) Pension

The College runs a stakeholder pension scheme operated by Scottish Widows. Membership of the scheme, which is open to all staff, is optional. An employer pension contribution is made in the case of any member of staff who elects to join the scheme and who contributes at least 5% of their annual salary to the scheme. The employer contribution will exactly equal the employee contribution between a minimum of 5% and a maximum of 7%.

Applications

Applicants should complete the Form entitled 'Application for a Non-Teaching Post' which can be downloaded from this website. The Application Form and Covering Letter should be sent to **The Bursar, d'Overbroeck's College, The Swan Building, 111 Banbury Road, Oxford, OX2 6JX. The closing date for applications is Friday 12th March 2010.**

We are happy to receive applications by email provided that a duplicate hard copy of the application form with signature is posted to us. Please address emails to bursar@doverbroecks.com

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NB d'Overbroeck's College aims to promote equality of opportunity for all with the right mix of talents, skills and potential, without respect to age, gender or race and welcomes applications from diverse candidates. As d'Overbroeck's meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be asked to apply for an Enhanced Disclosure of criminal background from the Criminal Records Bureau before their appointment is confirmed. This will include details of cautions, reprimands and final warnings, as well as convictions. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Further information about the disclosure scheme can be found at www.disclosure.gov.uk