



JOB DESCRIPTION

Position – Systems Administrator (Computers and IT Administration)

Reports to: HR and Administration Manager

Reporting to the position: Systems Executives

Duties and Responsibilities

Information Technology;

1. Ensure adequate support is provided for any Computer Systems related works required by the school. This includes, but is not limited to;
 - a. Maintain and administer computer networks and related computing environments including computer hardware, systems software, applications software, and all configurations.
 - b. Perform data backups and disaster recovery operations.
 - c. Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary.
 - d. Configure, monitor, and maintain email applications or virus protection software.
 - e. Operate master consoles to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
 - f. Maintain computer networks to enhance performance and user access.
 - g. Implement security measures for computer or information systems.
 - h. Create electronic data backup to prevent loss of information.
 - i. Resolve computer network and/or software problems.
 - j. Test, maintain, and monitor computer programs and systems, including coordinating the installation of computer programs and systems.
 - k. Troubleshoot program and system malfunctions to restore normal functioning.
 - l. Expand or modify system to serve new purposes or improve work flow.
 - m. Use the computer in the analysis and solution of business problems, such as development of integrated production and inventory control and cost analysis systems.
 - n. Consult with management to ensure agreement on system principles.
 - o. Installation of all IT related equipment.
 - p. Installation of all networks (client & server) software and hardware related on various platforms as and when required.
 - q. Maintenance of all operating systems, to include upgrading hardware / software as and when required and providing support
 - r. Coordinating external vendors for requirements and ensuring the requisite timelines and standards are adhered to.



- s. Ensure the school website is updated at all times.
- t. Ensuring the IT Facilitators are supervised and provided with adequate technical support.
- u. Gathering data from all required sources for information on any related works.
- v. Provide IT support for events, functions, etc.
- w. Proofreading and assisting with reports, newsletters, school bulletin, etc.

Administration;

- 2. Ensure any administration related tasks are handled efficiency. These may include but are not limited to;
 - a. Ensure the attendance software is functioning accurately at all times and ensure the data is stored and retrieved efficiently.
 - b. Strictly ensure that only the approved templates and formats are being used at all times.
 - c. Ensure file management system is being adhered to.
 - d. Provide support for procedural documentation and relevant reports.
 - e. Maintain document records on stocks and records of equipment's, software licenses, consumables and other supplies.
 - f. Implement and adhere to preventative maintenance programs and write SOPs for review and approval.
 - g. Write training programs and instructions for users in regards to educational and administrative programs. Conduct training sessions for users as and when needed.
 - h. Any other administration support needed by Management.

Miscellaneous;

- 3. Ensure adequate support is provided to the administrative team as and when needed.
 - a. Assist with school events, functions, special assignments, etc as and when needed. Coordinate any required arrangements.
 - b. Liaise with IT related contractors. Organize and attend meetings for technical support as and when needed / instructed by Management.
 - c. Assist the HR and Administration Manager with overseeing tasks as required.
 - d. Cover for team members in their absence.
 - e. Ensure file management system is being adhered to.
 - f. Procure equipment, supplies and materials for the purpose of maintaining availability within inventory for work orders raised, special projects, routine jobs., etc.
 - g. Ensure the school website and applications are updated regularly.

Carry out any other duties, within the scope of works at DBIS, as instructed by Management. Maintain confidentiality and disclosure of any proprietary information to a third party outside of DBIS is strictly prohibited.



The role of a ***Systems Administrator (Computers and IT Administration)*** is of key importance to the smooth running of the school and its future development. We have every confidence that you will make a valuable contribution towards the realizations of the Schools Objectives.

Signature : _____

Name : _____

Date : _____