

Saltus Grammar School

Saltus Grammar School is a high achieving, co-educational day school educating students between the ages of 4 and 18. The school is a leading independent school in Bermuda and enjoys an excellent reputation in the local and international community. The school has a Primary Department, which embraces the Foundation Year, the Lower Primary and the Upper Primary years, and the Secondary Department which includes the Saltus Graduate Years. The school's international curriculum blends the best of both UK and North American traditions. In addition to academic excellence, particular emphasis is placed on the all-round development of students, and sport, music and drama are key aspects of school life.

Network Administrator

The school is currently seeking to fill the challenging role of Network Administrator.

The position of Network Administrator is responsible for the installation, configuration, and support of internal and external networks. The position includes the responsibility to develop and maintain the network systems, hardware, applications, and computer security for the School. This responsibility includes all devices including laptops and tablets, servers, wireless access points and the Internet access utilized by our students, faculty and staff.

Essential Duties and Responsibilities:

- Provides technical support to all personnel and students of the School;
- Manages all software and hardware associated with network services of the School, including firewall, switches and routers (copper, fiber, wireless); troubleshoots network performance issues;
- Configures, administers and backs up all School servers; manages storage of backed up data;
- Creates, manages and administers Microsoft Active Directory; includes accounts and security associated with Network Shares;
- Creates and maintains all email groups;
- Responsible for specification, procurement, installation and maintenance of computer equipment and related peripherals;
- Responsible for specification and procurement of all school printers and copy machines; assists with maintenance and liaises with external vendors;
- Provides administration, maintenance, and support for VOIP telephone system;
- Maintains a telecommunications disaster recovery plan;
- Demonstrates a commitment to continued professional development.

Desired Qualifications and Experience:

- Bachelor's degree in a technology-related field essential; Master's degree preferred;
- Minimum of 3 years in an Information Technology leadership capacity within an educational environment;
- Certified Network Administrator (CNA), preferred; willingness to obtain certification, required;
- Industry standard certifications and/or experience related to Microsoft Server Solutions, CISCO, VLANs, VMWare, Nutanix, and Compellent;
- Expertise in Microsoft Active Directory, Group Policy, Exchange 2010/2013, and SQL;
- Knowledge of Backup systems, Anti-Virus management, WSUS, Print Server, and Firewall

- Administration;
- Experience with PC imaging software and cloning techniques (Symantec Ghost and Microsoft DPM);
 - Experience supporting users in a BYOD environment;
 - Ability to troubleshoot & resolve hardware/software issues on Windows XP, Windows 7, Windows 8, and iOS workstations/devices and associated peripherals;
 - Proficient with Microsoft Office 2010/2013 applications;
 - Experience with IP Telephony;
 - Ability to communicate effectively in both oral and written form; prepare clear and concise written communications;
 - Willingness to work additional hours during the week and/or weekend, if required.

Saltus Grammar School
P.O. Box HM 2224, Hamilton HM JX, Bermuda
Telephone: 441-292-6177

First preference will be given to suitably qualified and experienced Bermudians or Spouses of Bermudians, in accordance with Bermuda Department of Immigration policy.