



KERIKERI HIGH SCHOOL

JOB DESCRIPTION ICT Administrator

Responsible to: ICT Manager

Functional Relationships with: ICT Manager, ICT Technician, Staff, Students, External Suppliers

Primary Purpose of the Role: Support ICT in the School

Core Expectations:

- Guided by the best interests of the students and the School
- Working within the School values, policies and procedures
- Technical competence, ongoing personal development
- Collaboration and communication with colleagues
- Positive & respectful relationships with staff and students
- Self-management, initiative
- Tidiness, attention to detail
- Confidentiality

Roles & Responsibilities	Expected Results
<ul style="list-style-type: none">• Support the ICT Manager and ICT Technician	<ul style="list-style-type: none">• Work as a team to support the ongoing maintenance and development of ICT in the School.
<ul style="list-style-type: none">• Support staff and students	<ul style="list-style-type: none">• Help staff and students with ICT-related problems, updates and rollouts.
<ul style="list-style-type: none">• ICT Administration	<ul style="list-style-type: none">• Monitor and maintain the School's software infrastructure.• Handle all School user account onboarding, offboarding and changes, across both the AD/365 core and associated on-prem and cloud-based software applications.• Monitor user activity for School policy compliance.• Monitor and maintain the School's infrastructure for cyber-security activity and vulnerabilities.

This Job Description forms part of the Terms and Conditions of Employment and should be read in conjunction with the Employment Agreement referenced in the Offer of Appointment Letter.

Employee Name : _____

Employee Signature: _____

Date: _____