

IT System Administrator and User Support - Job Description

Job Purpose:

Maintaining school IT systems, and SABIS® technologies and implementing the procedures of these technologies at the school to ensure an effective, secure, and efficient school operation under the supervision of the IT Manager.

Key Responsibilities:

1. Making sure to apply all security and infrastructure standards (backup, firewall security, Windows update, and others) as per the SABIS® policies in coordination with the IT Manager and the SABIS® HQ IT Infrastructure\Security teams.
2. Setting up and configuring all needed hardware and network components (servers, cabinets, switches, workstations, thin clients, Laptops, Smart Boards, Tablet, WIFI and other equipment).
3. Maintaining network infrastructure, data integrity and backups.
4. Monitoring servers, networks, and computer systems for irregularities and performance issues.
5. Making sure that the data center's equipment, such as servers and network equipment, is current on firmware, patches.
6. Addressing faults within the school system (Wi-Fi, network, Internet, servers, etc.) and making sure those faults are fixed.
7. Supporting Students, parents, and staff to have a smooth usage on the SABIS solutions (E-Books, SABIS Digital platforms...)
8. Providing ongoing technical support for all school users.
9. Verifying security standards by conducting system audits of implemented measures and running regular checks on network and data security.

Perform other IT related tasks as they arise and as delegated by the IT Manager and School Director.

Ideal Requirements:

- Bachelor degree in a related subject matter and/or equivalent (ideally accounting Bachelor degree in a related subject matter and/or equivalent)
- Minimum of 3 years' experience in the field
- Fluent in English
- Data Center Management, IT infrastructure, systems, network, and servers
- MS Operating Systems, Active Directory, Server, and User management
- Networks and Networks Security
- Database Management Systems
- Communication Skills
- Ability to work within a team
- Cisco or MCITP is preferred
- Problem solving

OUR SCHOOL

The ISF International School Frankfurt Rhein-Main – founded by the City of Frankfurt, the State of Hesse, and multi-national corporations in September 1995 – offers world-class education from Pre-Kindergarten through Grade 12/13. We are an independent, co-educational, whole-day school situated in the heart of the Rhein-Main region of Germany offering non-sectarian, English language instruction.

Approximately 100 teachers and 50 administrative staff, the majority of whom are from the U.S., the U.K., and Germany, work at ISF. The school's German, French, Spanish, Korean, and Japanese teachers are all native speakers. Some teachers have been working at the school since it first opened in 1995.

ISF is a member of the SABIS® Network, an educational organization which manages schools in 16 countries on four continents. SABIS® Network schools are distinguished by their implementation of the SABIS® Educational System, a rigorous, internationally-oriented, college-preparatory system that has been developed over the past 130 years and emphasizes the core subjects of Mathematics, English, and world languages.

OUR CAMPUS

Besides complete academic facilities, the campus has exceptional outdoor and indoor sports facilities including a grass football pitch, complete track and field facilities, two tennis courts, a semi-Olympic indoor swimming pool and gymnasium. The two-story Library and a beautiful 400-seat Theatre complete this fine ISF campus.

OUR SCHOOL YEAR

The school year runs from the end of August through to the end of June. The 3 terms are between 12 and 13 weeks in length. The working week is Monday to Friday and the school day is 8.00am to 4.00pm. There are many after-school activities that are led by staff, parents and outside instructors. During the school year-between August and June - there are approximately 6 weeks of vacations; one week in October, two weeks for the Holiday Break, one Winter week in February and two weeks for the Spring Break. There are also the occasional German public holidays. In total, there are 180 school teaching days as well as two weeks of staff training and orientation before the start of the Academic year.

ADDITIONAL INFORMATION

At ISF, we are proud to have a committed and talented staff to serve the needs of our diverse student body. For additional information about ISF, compensation, housing opportunities, living in the Frankfurt Rhein-Main region, the SABIS® Network, or how to apply, please consult our fact sheets and additional documents for applicants at: <http://applicants.sabis.net/isf/>

At ISF International School Frankfurt Rhein-Main we are committed to protecting children. Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All applicants will therefore be required to undergo appropriate child protection screening. Included in the recruitment process will be a local and national police check as well as a mandatory police background check from the last year of employment in every country worked.