**Job Title: Security Systems Administrator**

**Responsible To: Head of IT Services**

**Work environment:**

To work as a member of the IT Services team, reporting to the Head of IT Services. The job will involve working at the Peter Symonds College sixth form site and the Adult and Higher Education Division (AHED) site as required. Some of the work will be undertaken as part of a team and other tasks will be completed alone.

The College has an extensive network covering 26 buildings over two campuses, consisting of more than 2000 PCs, laptops, Chromebooks and 120 servers. Our PCs all run Windows 10, whilst the servers run a mixture of VMware, Microsoft Server, and Linux OSs.

**Main responsibilities:**

1. Work with the Head of IT Services to develop security policies and practice.
2. Management of the following:
   1. Firewall
   2. Desktop and server endpoint security
   3. Desktop and server updates and patches
   4. Desktop and server encryption
   5. Email filtering system
   6. Network access control systems
   7. Physical security of systems
3. Administer internet and network services such as DNS, DHCP, RADIUS.
4. Administer switch installation and configuration.
5. Administer and advise on the telephone and voicemail system.
6. Network analysis and health monitoring along with logging services.
7. Keep abreast of changing IT security trends, and how they will impact the college.
8. Conduct regular periodic vulnerability scans of the network.
9. Ensuring that tasks above are well documented and filed.
10. Producing training materials and for users as required.
11. Be willing and able to carry out all the tasks expected of the IT technicians.
12. Conforming to legal requirements, e.g. Data Protection Act, Abuse of Computers Act and software licensing agreements, and encouraging other users to do the same.
13. Undertaking training as required.
14. Prioritising the safeguarding of all students and participating in training on safeguarding matters.
15. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
16. Any other duties that may be reasonably required.

October 2023

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| PETER SYMONDS COLLEGE PERSON SPECIFICATION |

**Person Specification**

**Job Title: Security Systems Administrator**

**Essential requirements**

* Degree-level IT-related qualification, or equivalent industry experience/professional qualifications.
* Broad IT knowledge and specialist expertise in security technologies such as end-point security software, encryption, SIEM, patch management, web & email filtering, firewall and authentication.
* Good knowledge of current security issues, threats and attack modes.
* Good knowledge of common operating systems, technical and human information security vulnerabilities.
* Good understanding of standards, regulations, and best practice in relation to IT security (e.g. Computer Misuse Act, DPA and GDPR)
* Good knowledge of TCP/IP, DNS, DHCP and other networking protocols.
* Good level of English and Mathematic skills.
* Excellent interpersonal skills to provide a service to users of all levels and abilities.
* Ability to work through problems methodically and with an attention to detail.
* Ability to work individually and as part of the team.
* A keen interest to learn and a helpful personality.
* Excellent written and verbal communicator, with the ability to communicate technical issues to non-technical staff and students.
* To display a commitment to the protection and safeguarding of children and vulnerable adults.
* To display a commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.

**Desirable requirements**

* Professional technical certification in IT security
* Previous experience of IT roles
* Previous experience of working with young people
* Experience of networking hardware, protocols and systems
* Knowledge of phone systems
* Full driving license

**Terms and Conditions**

The working week is 37 hours: core working hours are 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.30pm on Friday. Some occasional evening working is required to support College Open Evenings or events, for which time off in lieu will be given.

Salary in the range points 28 – 33 £25,687 to £29,924 pa. 27 days leave plus bank holidays. Automatic membership of the Local Government Pension Scheme.