

GLF Schools - Job Description

Job Title	Systems Administrator	Job Reference	GLF/IT
Location	GLF HQ	Travel required	No
Core purpose			
<p>The System Administrator role is to work alongside the Head of Applications & Service Delivery, Head of Technical Delivery and the Data Manager to oversee the maintenance, configuration and presentation of core systems across the Trust. The Systems Administrator oversees the day-to-day operation of the systems, ensuring they are available, responsive, and resilient; meeting the customer's needs. They will also liaise with department leads in response to system requests and updates, liaise with 3rd party suppliers, as well as act as a point of contact for GLF Central staff when facilitating support and change requests.</p>			
Key Accountabilities			
<ul style="list-style-type: none"> • Ensure that the Trust's core MIS systems meet the organisation's needs by ensuring they are available, configured and resilient to customer expectations. • The ability to proactively accommodate future requirements and provide recommendations to the senior IT team as to how core systems should be developed. • Work with the Head of Technical Delivery, the Data Manager and 3rd party suppliers to ensure that the systems are aligned with Technical and Data domains. • Develop processes, protocols and standards as to how systems should be used, shared and accessed. Create suitable documentation and training to share these standards. 			
Main Duties			
<ul style="list-style-type: none"> • Oversee the day to day availability of the Trust's iTrent HR PSF Finance systems and perform required system maintenance and upgrades as dictated by the Head of Technical Delivery. • Oversee the day-to-day availability of the Trust's SIMS.NET estate and undertake required system maintenance, whilst liaising with 3rd party support suppliers and Regional IT Teams. • Perform maintenance and support tasks across the Trust's server estate and supporting technologies (e.g. Active Directory), as required as part of the management of the core systems. • Ensure that core systems are aligned to the Trust's security policy. • Identify possible areas of training amongst department colleagues, and make recommendations and develop training materials. • Give training to colleagues on occasion. 			

- Develop and maintain subject specialist knowledge to better support the core system's configuration - for example HR and Finance processes and procedures.
- To undertake any other duties commensurate with this post as directed

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.