Job Description

Post:	**Assistant Server Administrator**
Salary Grade:	**Subject to Job Evaluation**
Responsible to:	**IT Manager**

Salford City College is currently carrying out Job Evaluation and therefore reserves the right to change the salary of this role as a result of the outcome. Any change to the salary maybe higher or lower than the amount stated on the Job Description and other associated documents.

Key Purpose:

Working with the Server Administrator and IT Manager the purpose of the post will be:

1	**Install and maintain the server infrastructure.**
2	**Installation and maintenance of SAN infrastructure**
3	**Administration of Active Directory**
4	**Implement and test the backup and disaster recovery policies**
5	**Provide 3rd line support for any escalated IT incidents**

Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

A	Work with the Server Administrator to maintain the server infrastructure.
B	Apply and test updates and service packs to Windows servers, ensuring all servers are at the required patch levels.
C	Apply and test updates and service packs to core systems in college; Exchange, Lync, MSSQL etc.

D	Work with the Server Administrator to maintain Active Directory (AD).
E	Work with the Server Administrator to rationalise, simplify and standardise the use accounts within AD.
F	Standardise user and computer Group Policies.
G	Maintain change control on all requested changes to Active Directory or server infrastructure setup.
H	Work with the Server Administrator to maintain the SAN infrastructure.
I	Work with the Server Administrator to maintain the VMWare infrastructure.
J	Work with the IT Manager to maintain the college network infrastructure.
K	Work with the Server Administrator to implement, test and maintain the backup and disaster recovery systems (Veeam, Microsoft DPM)
L	Assist in the testing and review of any new systems or solutions.
M	Maintain an ongoing awareness of developments in IT advising on potential benefits, opportunities or risks.
N	Provide 3rd line support for incidents reported to the IT Services help desk.
O	Work with Server Administrator to investigate the cause of incidents effecting core services and implementing fixes.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:
Name of the post holder:
Line manager to sign and date the job description:
Name of the line manager:

Person Specification – Assistant Server Administrator

	Essential	Evidence	Desirable	Evidence
Qualification	1 Degree 2 Literacy Level 2 3 Numeracy Level 2 4 IT Level 2 5 Microsoft Certified Solutions Expert (or part certified on this path)	Certificate Certificate Certificate Certificate Certificate	a. Supervisory Qualification b. ITIL Certification	Certification Certification
Professional Development	6 Evidence of ongoing professional development	Application		
Experience	7 Administration of; Active Directory Group Policy Microsoft Exchange Windows file shares IIS ADFS Certificates DNS 8 Installation and maintenance of VMWare 9 Administration of SAN 10 Resolving escalated IT incidents 11 Administration of backup solutions (Veeam/DPM) 12 Monitoring server performance	All Application/ Interview	c. Administration of MSSQL servers and databases d. Administration of Lync e. Installation and management of network switches and routers	
Knowledge	13 Microsoft Windows Server Operating Systems and technologies. 14 VMWare 15 Exchange 16 SAN technologies	All Application/ Interview	f. Knowledge of ITIL Methodologies	

Skills/ Qualities	17 Investigating and troubleshooting complex IT problems 18 Excellent interpersonal, communication and organisational skills. 19 Ability to work on own initiative. 20 Able to keep calm in difficult situations 21 Able to work effectively and efficiently 22 Ability to build good relationships with students, staff and suppliers 23 Flexible approach to work	All Application/ Interview	g. Data analysis tools: Microsoft SQL, SSRS, SSIS h. Routing protocols	
Other	24 Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults 25 Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance 26 DBS Check acceptable to college will be undertaken for successful applicant	Application/ Interview Application/ Interview Appointment		